

3rd January 2019

Dear Colleagues,

Happy New Year !

RE: Invitation to the pre-congress get together and first General Meeting of the International Federation of Physical Therapists working in Occupational Health

Venue: The Physiotherapy School in Geneva, Switzerland.

Haute école de santé de Genève

47 avenue de Champel, 1206 Genève

Amphitheater 06, Principal Hall

Approx. 32 minutes by train from Geneva (details and map to be forwarded in the future)

Start: 8.30am (TBC)

Finish: 1.30pm (TBC)

PRE-CONGRESS NETWORKING SESSION: Please come prepared to share news of your country with a short presentation (restricted to one group presentation per country)

THE FIRST GENERAL MEETING OF IFPTOHE will start at 12 noon to be followed by lunch at 1.30pm

Note: The venue can only hold ~40 participants so the first to accept the pre-congress networking session will be able to attend, those who reply after that number is reached will be wait listed.

For the First General Meeting: priority for attendance will be given to representatives of Proposed Member Organisations, and depending on acceptances, may be limited to two physical therapists per Member Organisation.

Programme (Draft)

Time	Activity
8.30am	Registration
8.45am	Welcome
9.00am	Sharing news from your country – presentation by participants, one per country
10.00am	Break
10.30 am	Sharing news from your country – presentation by participants, one per country
11.45 am	Conclusion, short break
12 noon	First General Meeting of IFPTOHE (separate Agenda, to follow)
1.30pm	Lunch (participants to purchase own lunch at nearby café)

KEY DATES

February 1st, 2019 – Acceptances due

Advise of your intention to attend (i) the networking session and/or (ii) the General Meeting. Please respond at your earliest convenience via <https://www.surveymonkey.com/r/Y8CDDGJ> , the survey monkey closes February 1st, 2019.

1. For the pre-congress Networking Session

March 1st, 2019 – Biography due

Prepare a biography to share with other attendees in advance this will be circulated to all participants in advance of the day. Send your biography – photo and 200 words max

April 1st – Powerpoint due

We ask for one presentation per country. Each country is allowed 3-5 slides and can present for 5-10 minutes (time and number of slides TBC once we have acceptances). Send your powerpoint in advance. The reason for doing this is so that participants, particularly people from non-English speaking backgrounds, have time to read your presentation in advance and we have time to put the presentations together in a PDF. All powerpoints must be loaded onto the computer prior to the day.

Presentation content

General information likely of interest to participants – time of presentation will be dictated by number of different countries represented

1. Your country and OHP activity there
2. Recent research
3. Practice
4. Education
5. Challenges/The way ahead

2. First IFPTOHE General Meeting

Agenda will follow for the inaugural General Meeting – in draft format

- Welcome
- History
- Election of Nominees for Executive Committee
- Mission and vision for group
- Setting international standards of practice

Further information to follow about the General Meeting

May 9th – see you in Geneva !