



Rehabilitation
International

A Global Advocate for Rehabilitation, Inclusion and Human Rights

25th RI World Congress 2028

Call for Bids

to

serve as international Professional Congress Organizer for RI

Introduction

The congress shall be **hosted by a National Member Organization (NMO) or a regional consortium of NMO's** of Rehabilitation International in good standing or a regional consortium of NMO's. The host can choose a Professional Congress Organizer (PCO) to support the organization of the congress. For continuous standard of the scientific program and to establish long-term relations to international sponsors, an **international Professional Congress Organizer (iPCO)** shall be contracted, serving at least for two congresses and with an option of prolongation of the contract based on evaluation from previous congresses.

Herewith we call Rehabilitation International Professional Congress Organizers to Bid for serving as international Professional Congress Organizer (iPCO) the 25th RI World Congress in 2028 with the option to continue this function for the following RI World Congresses.

A description of the **congress concept and specific requirements** for congress organization can be found in the attached document named "RI World Congress 2028- General outline".

Role of International Professional Congress Organizer (iPCO)

Every **Professional Congress Organizer with an international scope of work** and experiences in organizing scientific congresses at a world level can bid for the position and role of an International Professional Congress Organizer (iPCO) for Rehabilitation International. The contract will be made for at least two RI World congresses with an option of prolongation. The iPCO will be responsible for the scientific program, international sponsorship and an international exhibition. It shall closely collaborate with RI leadership, RI Congress Committee and Scientific Congress Committee as well as to collaborate the local/regional host and its PCO)

The tasks of the iPCO will include:

- Manage the scientific program in close collaboration with the scientific Congress Committee this includes
 - correspondence with invited speakers
 - handling of the Abstract process

- Congress announcement and advertisement at international level (*in collaboration with local/regional Host*), including
 - Establishing and maintains a congress website (*in collaboration with local/regional Host*);
 - Announcements in scientific journals
 - Social media and other public relations activities
- Compiling the scientific program and publication including
 - Interactive electronic congress website and congress app
 - Scientific program and abstract booklet;
- Organizing and international exhibition (*in collaboration with local/regional Host*);
- Recruiting international congress sponsors
- Organizing regular meeting (*online or offline*) of scientific committee, local organizing committee and RI

Of course, these activities must be done in close collaboration with RI secretariat and the local/regional host.

Congress budget

A **congress budget** shall be set-up by the local/regional Host (*in collaboration with PCO*). The budget calculation shall be based on the expected number of participants (1,000; 2,000; 3,000). Income includes congress fees, sponsorship, income from industrial exhibition, governmental support and donations.

Expenses include congress venue, travel expenses for RI executives and invited speakers, travel grant” for a few students/young people who come from LMIC who have outstanding achievement, congress website and program, public relations etc. Necessary insurances (*e.g. liability insurance, accident insurance, financial risks insurance*) shall be integrated into the congress budget.

The congress budget must include and fee to be paid to RI global. This fee shall amount to 50% of surplus or at a minimum of 50,000 USD.

Structure of bid books

The bid books shall include the following information:

- a. Overall concept of international congress management;
- b. Presentation of the company;
- c. Concept for establishing the program;
- d. Congress announcement (*in collaboration with local/regional Host*);
- e. Congress website (*in collaboration with local/regional Host*);
- f. Handling of invited speakers (*as selected by the scientific committee*);

- g. Abstract handling (*call for abstracts, handling of submissions, organizing peer review process*);
- h. Scientific program and abstract booklet;
- i. Organizing international sponsorship and exhibition;
- j. Budget for above mention area of work;
- k. Concept for collaboration with local/regional host (*incl. PCO*).

Contents of the bid books may be modified, if appropriate.

Additional requirements

The host of the congress shall **invite a delegation of RI** for a site visit as soon as a preliminary selection has been made. This includes travel cost compensation and accommodation (*maximum 5 pax*). Furthermore, at least one **face-to-face meeting of the scientific committee** shall be financed.

Submissions and deadline

The bids shall be sent to the **Secretariat of Rehabilitation International** in a pdf format by email. They shall include a cover letter and a bid book according to above-described criteria.

Address: Rehabilitation International Secretariat: 866 United Nations Plaza, Office 422; 10017, New York, USA; Email: info@riglobal.org

Deadline for submission: August 31, 2025

If clarifications are needed and for further technical information, bidding organization can address to RI Secretary General Email: info@riglobal.org)

Selection process

The biddings will be checked by **RI Secretary General** for appropriateness and meeting of the requirements. The decision of the selected host and PCO(s) will be taken by **RI Executive Committee**. Candidates will be given the opportunity to present their bis during the respective EC meeting (*could be virtual*).

The above describe criteria can be modified and adapted to specific situations.

Hannover, in March 2025

Prof Christoph Gutenbrunner, MD, PhD, FRCP, SFEBPRM