



25th RI World Congress

General Outline

Introduction

Rehabilitation International intends to organize its 25th World Congress in 2028. The congress shall fulfill a number of different functions:

- Enhancing **visibility of RI** and creating public awareness about RI goals and projects at global, regional and local level
- Exchange of relevant **scientific knowledge** and presentation of results of recent scientific projects
- Exchange with **policy makers and other stakeholders** at global, regional and local level
- Providing a platform for **presentation and discussion of innovative projects**
- Organizing **seminars, workshops and educational events**
- Providing a **platform for meetings of RI bodies** (*e.g. commissions, committees and task forces*)
- Personal **networking and socializing** among congress participants
- Facilitating **exchange with industrial partners** and service providers.

Last but not least, the congress shall generate **income** for RI's work.

The congress shall be **hosted by a National Member Organization (NMO)** 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.

Congress concept

The 25th RI World Congress will be an **international scientific event**. It will last 3 full days with morning and afternoon sessions. It will focus on all disability and rehabilitation topics and in particular highlight achievements and challenges of the implementation of the UN-CRPD. **Spectrum of speakers** include scientists, decision makers, representatives of organizations of people with disabilities and other NGO's. Young scientists and practitioners in the disability and

rehabilitation field shall be motivated and supported to participate. People with disability are specially welcomed to take part in the congress.

The defined **motto and the main topics** will be decided in the scientific committee (*see below*).

Types of **sessions and events** shall include:

- Plenary session and state-of the art lectures
- Parallel sessions dedicated to special topics
- Session for original papers
- Scientific poster sessions
- Project presentations incl. best-practice models
- Sessions for young scientists, practitioners and policy makers
- Educational sessions
- Workshops and seminars
- Poster exhibition
- Industrial exhibition
- Press conferences and events for the **general public**

Besides international sessions, local and regional sessions are welcome. They may be held in local/regional language.

Spaces for meetings shall be provided. One room shall be reserved for RI board members, invited speakers and VIP (*with catering*).

The program shall include a welcome **get together** and a **congress dinner**. Coffee or tea breaks and lunch shall be provided free of charge.

The Congress shall host a **meeting of RI Executive Committee** (*30 pax; whole day; two days before the congress*) and **RI General Assembly** (*60 pax; one day before the congress*).

Opening and closing ceremonies shall be organized by the local/regional host. Inclusion of political authorities, persons with disabilities and cultural contributions shall be integrated.

Congress language is English. Plenary sessions must be translated into sign language.

The congress shall be organized at one congress venue that includes plenary rooms, smaller lecture halls, meeting rooms, a central exhibition area, and catering facilities. Prayer rooms and rooms for baby feeding and child care shall be available. A special need service shall be organized.

The envisioned number of participants is 2,000 (*ranging from 1,000 to 3,000*).

The responsibilities will be structured as follows:

1. The congress will be **co-chaired by RI President and a local/regional Congress President** (*nominated by the local host*)
2. A **congress committee** shall be established consisting of 3-4 members nominated by RI global and the same number of members nominated by the local/regional host. This

committee shall supervise general congress organization (*supported by an international PCO; see below*)

3. A **local organizing committee** nominated by congress host shall take responsibility for local organization (*together with PCO; see below*)
4. A **scientific committee** with responsibility for the scientific program (*including abstract review*) shall be established jointly by RI global and the local/regional host
5. An **international Professional Congress Organizer (iPCO)** shall be contracted. It shall be responsible for the organization of the scientific program (*handling of invited speakers, abstract handling, etc.*), the international exhibition, congress website, and international public relations. To facilitate this work and to ensure continuity and branding of RI World congresses the iPCO shall be contracted for at least two RI World Congresses with an option of prolongation of the contract. The iPCO shall collaborate closely with the local/regional hosts and its PCO.
6. A local **Professional Congress Organizer (PCO)** may be contracted by the local/regional host. Its responsibility is congress venue management, management of travel and accommodation, handling all necessary local contracts, handling local speakers and guests, managing finances etc.

RI general congress requirements

The congress must be **barrier-free** and shall include wheelchair accessible rooms, integrated spaces for wheelchair users in the auditory, information in Braille, translation in sign language, information in easy language, barrier-free website and an accessible podium (*including height adjustable podium*). Catering must be prepared for people with special nutritional needs and preferences (*vegetarian, halal, kosher*).

The **congress site** must be accessible with barrier free public transport. The city of the congress shall have an international airport, and – if possible – connected to national and international railway or road system.

Local/regional host

National Member Organizations (NMOs) in good standing or a **regional consortium of NMO's** can bid for hosting the 25th World Congress of Rehabilitation International. The bid includes a commitment to organize the congress, to nominate a Co-Congress-President, to participate in RI Congress Committee and Scientific Congress Committee as well as to collaborate with RI leadership and international Professional Congress Organizer. The host will be responsible to set up and manage the congress budget and all local organizational requirements.

This includes, in particular:

- to propose a city in which the congress will be held;
- to organize support from local and national entities;

- to find and contract a congress venue;
- to take care for all technical aspects of the congress;
- to contract hotels and other accommodation;
- to manage registration of participants and speakers;
- to organize social program;
- to give input to the congress website related to all local information;
- to host RI commission and committees;
- to recruit sponsors and exhibitors at local, national and regional level;
- to set-up and manage a congress budget;
- to establish local, national and regional collaborations.

Of course, MO's who bid for congress host are free to collaborate with a Professional Congress Organizer. The congress host shall closely collaborate with the iPCO.

[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.

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.

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.

In March 2025

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RI President