



Osteopathic International Alliance · 142 E. Ontario St., Chicago, IL 60611 USA

2016-2017 Board of Directors:

Mr Charles Hunt, Chair
Dr William Burke, Chair-Elect
Dr Jane Carreiro, Past Chair
Dr John Gimpel, Treasurer
Ms Ana Paula Ferreira
Mr Stephen Hartshorn
Mr Antony Nichols
Dr Karen Nichols
Dr Frank Mueller

November 3, 2016

Dear Colleagues –

Every year, we come together as a global community of osteopathic physicians and osteopaths to connect not only with each other, but also with a diverse group of speakers and resources in order to learn more about the state of osteopathic medicine and osteopathy around the world. The past three years we've met in the United Kingdom, Canada, and the United States, and next year we shall meet in the New Zealand.

We are currently seeking a venue for our 2018 conference, as well as subsequent years, and invite you and your organization to apply to host future OIA AGMs and Conferences.

Hosting an OIA conference is hard work but brings with it many benefits: it highlights your organization, gives you access to dynamic speakers and resources, and allows you to showcase your country.

What does hosting an OIA conference entail? Generally speaking, the conferences are normally held between September and November. They are usually organised in partnership with a member organization's annual conference (although this is not required). Host organizations commit time and resources to preparing the conference, and the Conference Organizing Committee of the OIA assists in developing the conference program. Our annual conference theme is "Osteopathy: A Global Presence," which can be expanded upon for specific year's meetings.

If you are interested in hosting an OIA conference, we encourage you to review the host organization criteria and the financial commitment expected in the pages that follow. The application and instructions for completion appear on the last page.

If you have any questions, please feel free to reach out to the OIA Secretariat at ويا@osteopathic.org

Warm Regards,

Mr. Charles Hunt, Chair
Board of Directors

CC: Members, Board of Directors

Att(s)



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OIA CONFERENCE CRITERIA

Location

The conference location should be safe, easily accessible to a major transportation hub, and include appealing characteristics, such nearby restaurant and activities, to attract participants.

Venue

A conference venue should be chosen that is large enough to accommodate all sessions and workshops, allows attendees sufficient time to easily move from one session to another, and permits easy access to meeting rooms. Conference participation numbers have ranged from 80-100 individuals, exclusive of Board members and staff.

Note: Once a host has been selected by the OIA Board of Directors, a Letter of Agreement (LoA) between the OIA and the host(s) will be executed. This LoA will clarify the roles responsibilities of all parties.

Action Guide

An Action Guide to assist the new host in preparing for the upcoming conference will be presented to the organization by the previous host immediately following the last conference. The Guide will outline the steps taken to prepare for the event, and will also include conference participant evaluations, sample invitations and letters, and other material that may be adjusted to the needs of the new host.

Similarly, the new host will be expected to update the Action Guide immediately following their event and present to it the subsequent host organization, with a copy to the Secretariat.

Planning

Planning should begin 18-24 months prior to the conference start date to avoid difficulty in securing a venue and hotel room block.

Preparations

The host should have sufficient time and resources to prepare a successful conference. It is highly recommended that the host hire a professional conference organizer to direct the preparations.

Two to three people representing the host organization should be enlisted to carry out specific duties and responsibilities on an ongoing basis, such as selecting the conference organizer, sorting invitations, assessing abstracts, managing the conference website, and all other necessary tasks.

The time committed to these preparations will vary according to the tasks at hand – approximately 3 hours per week initially and increasing as the date of the conference approaches.

Conference Organizing Committee

A Conference Organizing Committee has been established by the OIA Board of Directors to help develop a conference program based on the conference framework schedule, and to make



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recommendations for speakers. This is a committee of the Board and will make regular reports to that body accordingly.

When feasible, the committee will solicit volunteer local host members based on the location and host organizations involved. The committee's aim is to build on its success with ongoing improvement of the program from year to year.

Funding

The host should be prepared to pledge enough funding to pay for initial expenses, i.e., deposits for the hotels, venue and conference organizer. It is expected that the funding will be reimbursed through registration fees.

A budget for the conference must be presented to the Board of Directors, with regular updates. All costs incurred must be agreed upon with the Board of Directors.

In the event of more than one host member for a given conference, the reimbursement to the hosts will be proportional to the initial costs incurred (i.e., if one group pays a larger sum, that group will receive a proportionally larger payment).

The OIA will not be responsible for any financial over runs.



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Basic OIA Conference Schedule

Day	Morning	Lunch	Afternoon	Evening
1			OIA Board of Directors (BOD) Meeting 1:00 p.m. – 5:00 p.m.	BOD Dinner
2	BOD Meeting 8:30 a.m. – 12 p.m.	BOD Meeting Noon – 1 p.m.	BOD Meeting 1:00 p.m.–3:30 p.m.	AGM 4:00 p.m.– 5:30 p.m.
3	Joint Session/ Keynote: (Profession-wide topics, such as quality of care, history, efficacy, research, etc.) 8:30 a.m. –Noon 1 room	Networking (for all attendees) Noon – 1:30 p.m. 1 room	Concurrent Pillar Workshops: Education & Regulation 1:30 p.m. – 4:00 p.m. 2 rooms	Board Orientation (includes new and departing Board members; to be run by the Secretariat) 4:30 p.m.–6:00 p.m. 1 room
4	Joint Session 8:30 a.m.– 9:30 a.m. 1 room Concurrent Pillar Sessions: Association Leadership & Research 9:30 a.m. – Noon 2 rooms	Networking (for all attendees) Noon–1 p.m.	Other Sessions: (Research Network, Special Interest Groups, next AGM& Conference preview) 1:00 p.m. –3:30 p.m. 2 rooms Closing Session 3:30p.m.–4:00 p.m.	None



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Osteopathic International Alliance 2018 Annual General Meeting

The OIA Board is looking for hosts for their **2018 Conference & Annual General Meeting**. Below you will find a short questionnaire about the host organization and city to help the Board of Directors select the most appropriate venue. In addition to the questionnaire below, please attach a letter and any pertinent supporting documentation to aid the OIA in selecting the meeting location.

Part I

Proposed 2018 Meeting Dates:

Submitting Organisation:

Proposed Conference City and Country:

Proposed meeting site(s) for the Conference:

Part II

Please provide a letter (and any supporting documents) that includes information about the city, the venue(s), expected dates of the conference, and a statement guaranteeing your organisation's ability to carry out the responsibilities of hosting a conference.

Responsibilities

Please see the Conference Hosting Criteria document for more detail. In short, choose a location that is safe, easily accessible, and has points of interest for attendees. Your organisation should begin planning about 18-24 months ahead of the date and should choose a venue that can accommodate all attendees (hotel, meeting rooms, etc.) and conference needs.

Please send your information to:

ويا@osteopathic.org

OR

OIA Secretariat
c/o AOA
142 E Ontario St
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