

**WCPT General Meeting 2019**

**Starling Hotel, Geneva**

**8-9 May 2019**

**Delegate handbook**

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## 1. Location

The **General Meeting** is taking place at the Starling Hotel and Convention Centre, Route François-Peyrot 34, 1218 Le Grand-Saconnex, Geneva. Directions are available on the hotel website: <https://starling-hotel-geneva.com/location/> It takes 30-40 minutes by public transport from the centre of Geneva to reach the hotel.

The General Meeting will take place in meeting rooms Geneva I and II.

The **physioswiss reception** is taking place at the Crowne Plaza Hotel:

<https://www.ihg.com/crowneplaza/hotels/gb/en/geneva/gvacp/hoteldetail> This is 30 minutes from the Starling Hotel whether you walk or use public transport.

## 2. Schedule

### ***Tuesday 7 May***

- Optional briefing sessions
- Onsite registration
- Orientation meeting for first timers and those wanting to familiarise themselves with the room
- Elections for regional Board members

### ***Wednesday 8 May***

- General Meeting
- President and Vice President candidate statements
- physioswiss reception

### ***Thursday 9 May***

- General Meeting
- WCPT Awards Dinner (ticketed event)

### ***Friday 10 May***

- Regional meetings
- Subgroup meetings
- Congress opening ceremony and welcome networking reception (ticketed events)

## 3. Food and beverage

- 7 May: none provided
- 8-9 May: two breaks and lunch included
- 8 May: physioswiss reception with drinks and canapés
- 9 May: ticketed WCPT Awards Dinner with three-course meal and drinks
- Ramadan service: A late dinner service will be available for those attending the WCPT Awards Dinner. An Iftar room will be available for those wishing to break their fast. This will signposted onsite.
- Dietary requirements: Serving staff will be informed of dietary requirements. Should you have any dietary requirements please ask them for the information on food and beverages being served.

## 4. Meeting papers

All meeting papers are on the WCPT website in the secure area. The papers can only be accessed by WCPT member organisations, regions, subgroups, and organisations invited as observers. The primary contact, President or Chair of these organisations can access papers, irrespective of whether they have

registered to attend the General Meeting, as well as other General Meeting delegates that have registered.

WCPT does not provide printed copies in support of a green meetings policy. Delegates are responsible for accessing and downloading papers in advance for their personal use.

## 5. Briefing sessions

WCPT is holding optional briefing sessions at the Starling Hotel on Tuesday 7 May. These sessions will be attended by WCPT Executive Board members and senior staff and will focus on governance, finance, and policy. Each topic will be run in English, French, and Spanish.

9:00-10:30		
Topic	Language	Meeting Room
Governance	English	London 1
Finance	Spanish	Moscow
Policy	French	New York
11:00-12:30		
Topic	Language	Meeting Room
Governance	French	New York
Finance	English	London 1
Policy	Spanish	Moscow
13:00-14:30		
Topic	Language	Meeting Room
Governance	Spanish	Moscow
Finance	French	New York
Policy	English	London 1

The sessions are an opportunity for member organisations to seek clarification or clarity on issues raised in the General Meeting agenda papers. The sessions are not a substitute for discussion and debate on the General Meeting floor, which will take place under the direction of the Presiding Officer.

The sessions are only open to registered delegates but individuals do not need to have checked in onsite prior to attending.

## 6. Onsite registration check-in

The registration desk will be located on Level -1 at the Starling Hotel.

Opening hours:

- Tuesday 7 May: 10:30 18:00
- Wednesday 8 May: 07:30 – 08:30
- Thursday 9 May: 08:00 – 08:30

We anticipate the peak registration hours will be on Wednesday 8 May, and therefore encourage all delegates to register on 7 May if possible.

Voting delegates must have the mandate of the association Chair/President. Therefore, any association wishing to change its voting delegate must bring a written mandate from the Chair/President. Voting cards will be provided at the onsite registration desk.

Observers: All those wishing to attend any part of the meeting must register and pay the appropriate registration fee. It is not possible for observers to simply sign in onsite.

## **7. Regional elections to the WCPT Board**

Elections will take place on Tuesday 7 May for the WCPT Executive Board members from: Africa, Asia Western Pacific, North America Caribbean, and South America regions. Europe has already completed its election process. Member organisations must be in good standing with WCPT to vote in these elections.

<b>Region</b>	<b>Meeting room</b>	<b>Time</b>
Africa	Moscow	16:00-16:30
Asia Western Pacific	New York	16:00-16:30
North America Caribbean	Moscow	15:00-15:30
South America	New York	15:00-15:30

## **8. Orientation to the General Meeting**

WCPT hosted four webinars in March to help orientate delegates to the General Meeting. Recordings of the webinars are available on the General Meeting area of the website, once delegates are logged in: <https://www.wcpt.org/gm19/delegates> The webinars are available in English, French, and Spanish.

On Tuesday 7 May, 16:30-17:00 in Geneva I and II, delegates can see the room setup, meet with other delegates, and ask the Presiding Officer, Board representatives and key WCPT staff questions about the conduct and process of the General Meeting.

## **9. Room setup**

Top table: Scott Ward Presiding Officer, Emma K Stokes WCPT President, Jonathon Kruger WCPT Chief Executive Officer, Tracy Bury WCPT Deputy Chief Executive Officer

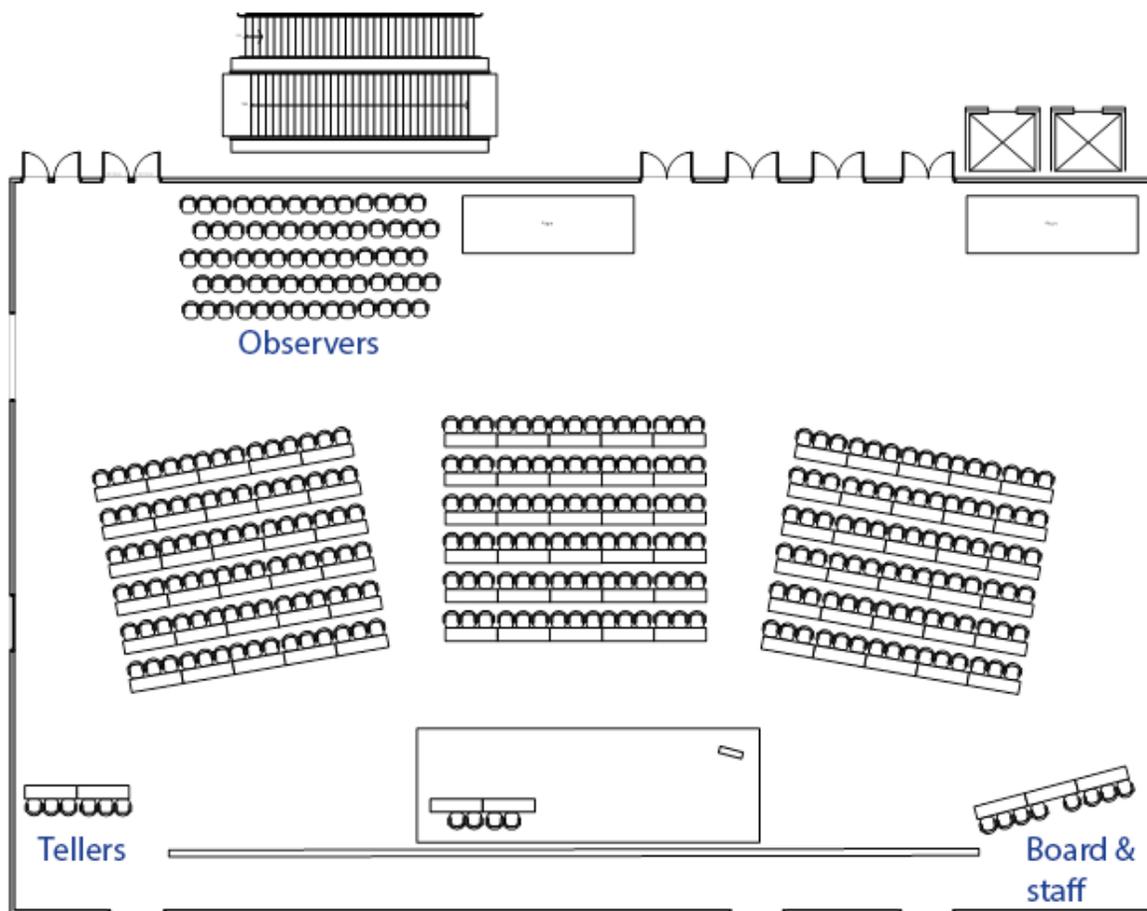
Board and staff table

Designated seating A-Z by country for member organisation delegates

Designated seating area for regions, subgroups and Resolutions Committee

Designated seating Tellers

Designated seating for observers



## 10. WiFi

Delegates will be able to connect to the hotel WiFi network.

## 11. Observers in attendance

Observers are in attendance from twelve organisations working towards becoming WCPT member organisations. Attendance at the General Meeting is beneficial for these organisations as it gives them a better understanding of WCPT. There are also observers from some member organisations in addition to their registered delegates. A section of the General Meeting room will be reserved for Observers. Observers are not permitted to approach the member organisation seating area or to contribute to discussion and debates.

## 12. Presiding Officer

Scott Ward has been appointed as the Presiding Officer for the meeting. He will chair the meeting and ensure that WCPT's Rules of Procedure are followed and business is conducted in a timely and efficient way.

### 13. Role of Tellers

Tellers are appointed to count and report on votes. They may not be used for all votes especially where a simple majority is required and the result is obvious. The Presiding Officer will make this clear.

### 14. Resolutions Committee

Members: Magda Fourie, Joseph Capo-Chichi, Margaret Grant.

The Resolutions Committee is appointed by the Executive Board to assist member organisations, prior to or during the meeting, with motions to be proposed. Members of the committee are available for advice and will work with the Presiding Officer where required. Space is available if delegates wish to request a private meeting onsite.

### 15. Interpretation

This is the first General Meeting with live simultaneous interpretation. The business of the meeting will be conducted in English, but will be translated into French and Spanish. Delegates who prefer to contribute to discussions in French or Spanish will be able to do so and their contributions will be translated into English.

Delegates must bring a smartphone/tablet, and their own earphones/headphones to use this service. There will be a limited number of mobile receivers available for use by delegates who do not have a smartphone or tablet.

Further details are on the WCPT website: <https://www.wcpt.org/gm19/delegates>

Download the Linguali app in advance: <https://linguali.com/fr/telecharger-linguali-event/>



Delegates will be able to connect to the interpretation once they have joined the hotel WiFi.

### 16. Power supply

Power sockets will be provided at the meeting tables so delegates will be able to connect their devices. Please remember to check whether you will need a Swiss travel adapter, which is not the same as other countries in continental Europe. There is no guarantee that the two-pin round continental Europe plug will work. See <https://www.iec.ch/worldplugs/typeC.htm> and <https://www.iec.ch/worldplugs/typeJ.htm>

## 17. Speaking from the floor

If delegates wish to speak to a motion, please raise your country sign. The Presiding Officer will direct people to the designated microphone points. When invited, please state your name, member organisation, and country.

Keep comments clearly focused on the motion under discussion. Ensure comments are concise and add value to the discussion; do not labour points. Remember what you say needs to be understood by an international audience and will need to be translated for other delegates. The Presiding Officer may limit the number of times a delegate may speak on a particular subject. A delegate may not speak a second time on the same motion until all other speakers have been heard.

If you have more than one delegate in attendance, different delegates may speak to different motions, but only one delegate may speak per motion.

## 18. President and Vice President elections

No campaigning is permitted in the General Meeting room.

On Wednesday 8 May, 16:30-17:00, each candidate for the position of President and Vice President will address the delegates for five minutes each. The Presiding Officer will oversee this and no questions will be permitted. All candidates are invited to the physioswiss reception that evening.

Elections will take place on Thursday 9 May.

## 19. WCPT Awards Dinner

This takes place at the Starling Hotel on Thursday 9 May, 19:30-23:45. This is a ticketed event and tickets must have been purchased in advance. There may be a very limited number of tickets available for purchase onsite.

## 20. Regional meetings

These will take place at the Starling Hotel.

Region	Meeting room	Date	Time
Africa	New York	10 May	13:00-17:00
Asia Western Pacific	London I & II	10 May	08:00-17:00
Europe	Salon VIP	7 May	18:00-20:00
North America Caribbean	Budapest	10 May	08:00-12:30
South America	Paris	10 May	09:00-13:00

## 21. Subgroup meetings

Most subgroups are holding meetings during the dates of the General Meeting and Congress. The arrangements for these have been communicated to their members.

## 22. PhysioPedia

PhysioPedia is a professional partner of WCPT. A number of WCPT's member organisations also have partnerships with PhysioPedia to provide enhanced services to their members. Delegates may want to

find out what PhysioPedia could offer at an optional 10-minute presentation before the afternoon session starts on Wednesday 8 May in Geneva I and II. The PhysioPedia team will also be available at the afternoon break on Wednesday 8 May for further questions.

### 23. Communications

WCPT will have its communications team in attendance with a photographer and videographer.

No public communications should be made about the business of the General Meeting without prior publication by WCPT, or prior authorisation from WCPT's Head of Marketing and Communications.

This covers: meeting papers, the outcome of the elections, the announcement of the host for the 2023 General Meeting and Congress, new policies, constitution, and any other business covered by the agenda.

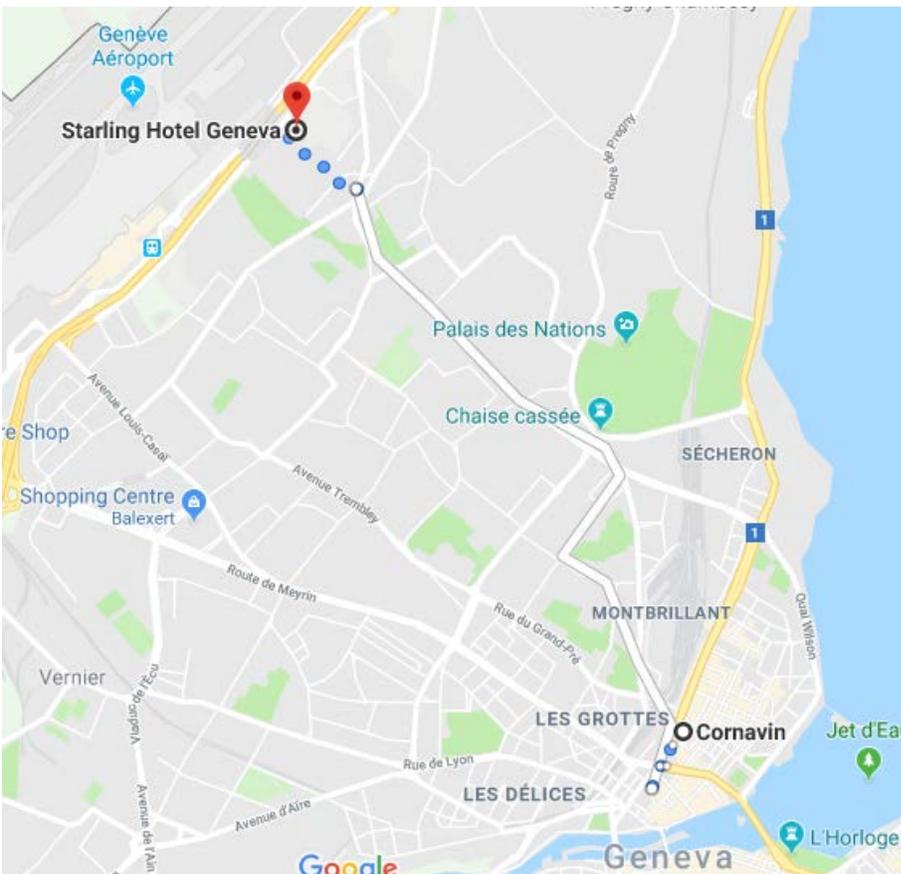
On social media the hashtag #WCPT2019GM will be used.

### 24. Mobile phones

Ensure all devices are on silent.

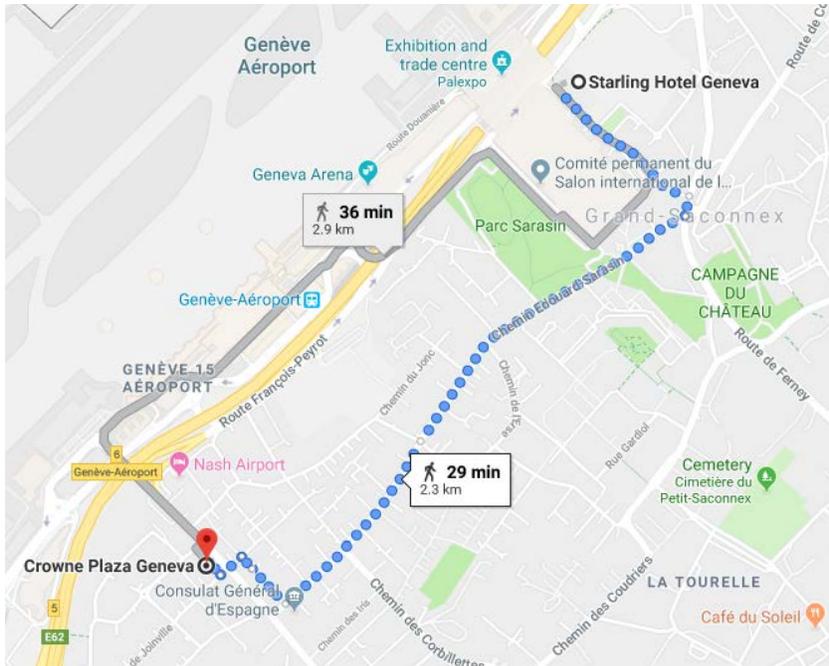
### 25. Directions from Central Geneva to Starling Hotel

Bus number 5 is direct



## 26. Directions from Starling Hotel to Crowne Plaza Hotel

Walking route circa 30 minutes



Bus route circa 20 minutes via number 53, or 35 minutes via the more frequent bus option of 23 and a change to 28.

