



## World Federation for NeuroRehabilitation

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### **WFNR POLICY DOCUMENT CONGRESS ENDORSEMENT**

#### **Introduction**

**WFNR** is devoted to the advancement of science and services in neurorehabilitation worldwide. **WFNR** welcomes the organisation of meetings on all topics in the field and is happy to offer endorsement or to assist with to such meetings.

In order to ensure that **WFNR** and Local Organising Committees enter into supportive arrangements in a consistent and ethical way, and that such arrangements are accountable and transparent, this document sets out **WFNR** policy, procedures and standards that should be applied when organising a regional meeting for which endorsement of **WFNR** is requested.

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#### **Regions**

With regard to representation in **WFNR**, responsibility for deciding on the name and encompassed territory of each region resides solely with **WFNR**.

#### **Who can apply?**

**WFNR** is able to offer endorsement to regional neurorehabilitation-related meetings in any part of the world.

## **Criteria for Applications**

The organisers of each regional meeting must fulfil the following criteria:

- A proposed, preliminary programme must be submitted to the WFNR Executive Committee for consideration. A decision will be given within one month of submission of the request.
- **WFNR** will be fully involved in creating the scientific programme.
- A member of **WFNR** Executive Committee will be an invited member of the Local Organising Committee.
- All **WFNR** national and regional societies must be informed of the Congress in advance.
- All national societies, institutions and other interested parties within each region must be allowed access to the Congress and given the ability to submit abstracts.
- All **WFNR** members will be entitled to a discounted registration fee.
- Each Congress sponsored by **WFNR** must display the official **WFNR** logo on all Congress material.
- **WFNR** Executive Committee and the Congress Local Organising Committee will negotiate to determine the amount of profit to be received by **WFNR**. This can, in certain circumstances, be waived.

## **WFNR Obligations**

**WFNR** will agree to undertake the following:

- Advise on the programme content.
- Provide an officer of the **WFNR** Executive Committee for involvement in the Local Organising Committee.
- Advertise the meeting on **WFNR** website and in **WFNR** newsletter, *Update*.
- Permit use of **WFNR** logo.

**WFNR** Executive Committee and the Local Organising Committee will work together to promote a successful regional meeting.