

Middle East Conference of Adapted Physical Activity (MECAPA) Proposal to Host MECAPA - Guidelines

Overview of MECAPA (Middle East Conference of Adapted Physical Activity)

The Middle East Conference of Adapted Physical Activity (MECAPA) is held every second year to provide physical activity professionals with an opportunity to share their knowledge and experience in professional preparation, research, advocacy, and service delivery in the fields of adapted physical activity, physical education, and sport science. MECAPA programs include research presentations, innovative sessions for the discussion of new ideas, practical workshops, and an international film contest.

Target Audience

MECAPA attracts 200-400 professionals and practitioners in adapted physical activity from around the world. Hosting an MECAPA helps to bring together local adapted physical activity groups and organizations in the host country.

Symposium Dates

MECAPA is a biennial event, occurring most often in May, June, or early July. Alternate dates are August, September and October. The symposium is generally a 4-day event.

Language

English is the official language of MECAPA. Typically, simultaneous translation is provided in English and the native language of the host country, along with sign language at keynote sessions.

Proposal Process Organizations that wish to host **MECAPA 2026** should follow the guidelines in this document and submit an electronic proposal to MEFAPA President Prof. Dr. Omar Hindawi (president@mefapa.net) by **March 1, 2024**.

The proposing organization will be invited to make a presentation to the MEFAPA board of directors at their annual meeting. Once accepted, a memorandum of agreement will be signed between the Chairperson of the Organizing Committee and the MEFAPA President, which allows MECAPA to use the MEFAPA name and logo.

Reports

Progress reports will be submitted to the MEFAPA president in December

and May each year from the time the proposal is accepted to MECAPA. A report will be made at the MEFAPA annual board meeting. Within 6 months following MECAPA, a final report using the MECAPA Final Report Guidelines will be submitted to the MEFAPA President.

Proposal to Host MECAPA

General Information

Name of Organization:

Contact Person: Mailing Address:

Email address:

Phone:

Fax:

Host City for proposed MECAPA:

MECAPA Dates:

MECAPA Theme:

Executive Summary: (present a 1-page overview of the highlights of your proposal) _____

Please present specific information for each of the following parameters.

1. Overview of Host City:

Present a brief overview of why the host city would be an ideal MECAPA site.

2. Symposium Venue(s):

Present detailed information on the symposium venue(s) including venue location, size and accessibility. The venue should be suitable for research presentations, symposia, and activity sessions with a large hall to accommodate opening and closing ceremonies and the meeting of the MEFAPA General Assembly. The venue must provide a room for the MEFAPA pre- or post- symposia board meeting (a room for 20 persons - with internet access, preferably with video/Skype availability to facilitate communication with those who may be unable to attend), for the MEFAPA executive committee during the symposium, as well as space and time allocation for affiliated MEFAPA board meetings.

3. Symposium Theme

The MECAPA theme should reflect the mission of MEFAPA and the desires of the local organizing group. The MEFAPA Executive Committee must approve the theme of the symposium.

4. Overview of host organization:

Describe how your organization is uniquely prepared to host MECAPA.

5. Organizational Plan:

Present a detailed organizational plan, including your committee structure. The narrative should include names of chairpersons and committee members and the responsibilities of each committee. Typically, an MECAPA may use the following committee structure.

Honorary Committee:

Often consists of local and national leaders to support in MECAPA promotion.

Organizing Committee:

Consists of individuals with expertise in organizing congresses and symposia; coordinates overall aspects of MECAPA and activities of all committees; secures financial support from sponsors, government and NGOs; submits grant proposals; secures infrastructure support; approves budget; develops program with timetable for research presentations, symposia, keynote speeches, activity sessions, and MEFAPA board meetings; coordinates MEFAPA awards committee; prepares reports; maintains regular contact with MEFAPA; creates sub-committee for students' program as well as national and/or international volunteer program.

Scientific Committee:

It consists of individuals with expertise in adapted physical activity and previous experience with international symposia. At least two members of the MEFAPA board should be appointed to the scientific committee. Membership on the committee should reflect gender and geographical equity. Committee tasks include: selection of sub-themes, selection of keynote speakers; call for papers and communication with potential participants; preparation of abstract guidelines; establishment of criteria for selecting papers; appointment of reviewers for the blind process of evaluation of submitted materials; notification of speakers; planning free communications and poster presentations; selection of session moderators; preparation of symposium program; planning and judging of video contest; peer review of papers for publication in MECAPA Proceedings.

Volunteer Committee:

Student volunteers have been a strong part of previous MECAPAs, and we strongly encourage you to use student volunteers. The volunteer committee

will organize all aspects of the volunteer program including creating a flyer inviting student volunteers, selecting student volunteers, working with the housing committee to secure housing for volunteers, working with registration to waive registration fees for student volunteers, organizing training and social activities, assigning student volunteers to assignments during MECAPA, and supervising student volunteers and scheduling meetings (as needed) during MECAPA. This committee should work with the MEFAPA President and the MEFAPA Student Representative.

Budget Committee:

Works with organizing committee to prepare budget; develop process to raise revenue; provide bookkeeping for income and expenses; works with the registration committee in processing registration fees.

Communications and Public Relations Committee:

Identifies target audience; prepares advertising plan; defines content and design of printed material and website, reviews materials to maintain accessibility and avoid discriminatory language based on cultural barriers or translation process.

Registration Committee:

Manages pre-registration and symposium registration process; processes registrations; manages waived registrations, paid registrations and work trade registrations; serves as information center during MECAPA.

Transportation Committee:

Coordinates housing for guest participants; arranges transportation for guests; prepares comprehensive information about lodging and transportation for general participants; develops strategies for security and informs attendees about cultural, weather, and social issues pertaining to a safe and comfortable visit while in the host city.

Cultural, Social Events, and Tourism Committee

Prepares meal functions and breaks between sessions; organizes opening and closing ceremonies; organizes social gathering after opening ceremony; prepares social gatherings and provides information about social and cultural activities in host city; plans cultural presentations during MECAPA; provides access to tourism via agencies and compiles information about tourism activities in nearby areas.

Accessibility Committee:

Organizes strategy for physical and functional accessibility; advises on accessibility needs such as audio, large print, and simplified language in print and website materials; reviews materials to maintain accessibility and avoid discriminatory language based on cultural barriers or translation process; maintains regular contact with the MEFAPA disability community liaison.

Audio-visual and Technology Committee:

Plan for technical needs based upon number and type of sessions; oversee technical support before and during MECAPA, keep equipment safe and in proper functioning order; respond to needs for opening all rooms and connecting appropriate technology.

Trade Show and Demonstrations Committee:

Organize trade show during MECAPA; recruit vendors for trade show; provide for support of vendors during MECAPA; recruit demonstrations; organize demonstrations during MECAPA; provide for support of demonstration events during MECAPA.

Remark: The execution of the tasks of the various committees may be assigned to a professional (congress) company; however, the responsibilities remain with the host organization.

6. Timetable:

An official presentation and first announcement of the MECAPA is made during the closing ceremony of the previous symposium. A second announcement and call for abstracts occurs one year prior to the symposium. Keynote speakers should be included in the announcement. Notification of acceptance of papers occurs no later than six months prior to the symposium. The preliminary program is available and distributed to participants two months prior to the symposium. MECAPA proceedings (which can be online or a printed hard copy) should be published within 15 months of the symposium. A sample timetable follows.

October 2022 - MEFAPA board of directors awards MECAPA 2025 –
MEFAPA Board meeting
November 2022 - Organizing Committee Board Meeting

March 2023 - Scientific Committee Board Meeting (define lecture themes and guests) General meeting with all committees (Strategic and action plans; defining costs and evaluating sources of income)

June/July 2023 - Official presentation of MECAPA 2025 site at MECAPA 2023

December 2023 First announcement and call for papers and film presentations

March 2024 - Organizing Committee invites lecturers and informs them about their paper contributions and deadlines April 2024 - Second announcement

August 2024 - Deadline for abstracts

November 2024 Notification of paper acceptance

January 2025 Submit grant proposals to research agencies; confirm guests and their contributions

March 2025 – MECAPA Conference Program available on-

line June/July 2025 - MECAPA 2021

December 2025 Final MECAPA report to MEFAPA President

7. Symposium program:

The symposium program indicates the overall structure of the program sessions. It should include an Opening Ceremony, G. Lawrence Rarick Memorial Lecture, Awards Presentation, and Closing Ceremony. The MEFAPA General Assembly should be scheduled for 2 hours at a time where there are no programming conflicts. The MEFAPA board of directors meets for two days prior to the start of MECAPA. A sample symposium program summary is presented. Symposium schedule times may be adjusted by the host organization.

Sample MECAPA Program

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pre-conference Workshop (optional)	Registration 8:00am Opening ceremony 9:00am-10:30am	Keynote #2 9:00am-10:00am	Keynote #3 9:00am-10:00am	Keynote #4 9:00am-10:00am	Post-conference Workshops Tours
Pre-conference Workshop (optional)	Morning Tea (coffee break) 10:30am -11:00am Keynote #1 11:00am-12:00pm Lunch 12:00pm-1:00pm Meet the Keynotes	Morning Tea 10:00am-10:30am Session #3 10:30am–11:30am Session #4 11:30am–12:30pm Lunch 12:30–1:30pm Cultural Activities Meet the Keynote	Morning Tea 10:00am-10:30am Session #6 10:30am-11:30am Session #7 11:30am-12:50pm Lunch 12:50pm-1:50pm Cultural Activities - Meet the Keynote Poster Session 1:50pm-2:50pm Rarick Lecture 2:50pm–3:50pm Afternoon Tea 3:50pm–4:20pm Video Contest: 4:20pm–5:30pm	Morning Tea 10:00am-10:30am Session #8 10:00am-11:00am Session #9 11:30am-12:30pm Lunch 12:30pm-1:15pm - Meet the Keynote Regional Meetings 1:15pm–2:00pm MEFAPA General Assembly 2:00pm-3:30pm Closing Ceremony 3:30pm–4:00pm Reception	
Registration 1:00pm-6:00pm	Session #1 1:00pm-2:00pm Session #2 2:00pm-3:30pm Afternoon Tea 3:30pm-4:00pm	Session #5 1:30pm-2:30pm Field Trips 3:00pm-5:00pm			

Evening Social Program

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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Welcome Reception
7:00pm

Conference Dinner
Conference Awards
7:00pm

Cultural Evening
Options

Cultural Evening
Options

Cultural Evening
Options

MECAPA should reflect local customs and culture, while maintaining high international symposium standards. The Organizing Committee should ensure that nondiscriminatory language is used throughout the symposium and that all facilities associated with the symposium are accessible. Moreover, the organizing committee should be attentive to, and sensitive of, cultural and religious differences. MEFAPA believes that a successful symposium is assured by careful, ongoing communication between MEFAPA and MECAPA.

8. Budget:

A detailed estimated budget should be presented indicating projected revenue from registration fees and external funding and sponsorships, along with projected expenses. The budget should include the following: registration fee structure, funding of one MECAPA committee member to attend MEFAPA Board meetings from acceptance of the proposal until the end of the biennium following the symposium; waiver of registration fee for MEFAPA Board members; expenses for keynote and/or invited speakers; registration scholarships and special rates. A sample budget for 300 MECAPA participants follows.

Estimated Expenses:

Brochures, posters, website, banners, abstract book, bag	\$ 10,000
Translation	\$ 10,000
Audio-visual equipment	\$ 4,000
Venue (facility) fees	\$ 6,000
Staff for maintenance and security	\$ 2,000
Other expenses (flowers, mail, radios, etc.)	\$ 2,000
Travel fees for keynotes and scientific committee	\$ 20,000
Refreshments/fruits/lunch	\$ 20,000
Gala dinner/receptions	\$ 10,000
International Volunteer program	\$ 10,000

Total Expenses	\$ 94,000
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Estimated Income:

Registration Fees:

Registration Fees	\$ 116,000	
Sponsors	\$ 40,000	
Total Income	\$ 1156,000	
	Registration	Early Registration
MEFAPA Member	\$ 300	\$ 250
MEFAPA Member	\$ 250	\$ 200
Developing Country Student	\$ 100	\$ 75
Member Non-member	\$ 600	\$ 500

9. Accommodations:

Describe the hotel accommodations (including discount housing for students if possible) that will be available to symposium participants, including locations, projected rates, and website addresses.

10. Weather:

Describe the approximate seasonal weather conditions that symposium participants might anticipate in the host city at the time of MECAPA.