**Guidelines for the Annual SCI Model Systems PT/OT Leadership Forum**

**PURPOSE:**

1. To maintain an ongoing forum for exchange of administrative, clinical and educational information between OT’s and PT’s who are affiliated with the specialized care of individuals with spinal cord injury within the model system centers.

2. To present current topics relevant to spinal cord injury in an atmosphere that encourages both formal learning and an active interchange of ideas.

3. To review and critique presently available equipment and products.

4. To identify, review, and update present research efforts and to provide a forum for collaboration on research.

5. To provide a forum for networking with colleagues.

6. To assemble and disseminate information and guidelines in written form to appropriate resources.

**SITE:**

1. Site for the annual meeting will be selected from the member’s centers who volunteer their facilities for a future meeting.

2. Selection of the next meeting site will be made at the annual meeting by a consensus of those present.

3. When possible, designation of more than one year” site will be discussed. In this way, members will be able to project for future budget considerations.

4. Preference will be given to centers who have not yet hosted the meeting. Attempts will be mad to alternate the geographical location of the meeting to ease travel burdens.

**DATE:**

1. The meeting is three days in length upon the discretion of the host facility.

2. In general, it is recommended that the meeting be held the week before the Columbus Day Holiday (i.e., around the 10th-12th of October)

**ATTENDEE’S:**

1. Attendance should be limited to 50 or less with the exception of the joint USA/Canada Meeting.

2. Member Facilities:

a. Member facility is defined as a current or past model system center and new model system centers in addition to the Neil Squire Foundation.

b. Each member facility may send one supervisor (or designee) from both the PT and OT departments.

c. Additional representation at the meeting should be discussed wand is at the discretion of the host facility.

3. Invited Guest Centers

a. PT Supervisors and OT supervisors from the facilities geographically near the meeting center may be invited to attend the annual meeting at the discretion of the host center.

b. The host center is permitted to invite their own staff as observers as space and subject matter permits.

**BUSINESS MEETING:**

1. a. All participants at the forum may attend the business meeting
2. b. Only member facilities may vote
3. c. Each member facility has two votes
4. d. The member facility’s representative must be present to vote

**CONFERENCE COSTS:**

1. Conference costs will be charged per participant at the discretion of the host center

2. Costs to be determined by the host center and paid in advance by participants to help offset the financial outlay costs. Costs are to cover expenses inly with no profit to be made. If cost estimate is found to be in correct as conference approaches wither a refund or further charge will be made at the start of the conference. Upon discretion of the host facility, surplus funds will be retained by the host facility, surplus funds will be retained by the host facility to cover internal costs or to pass any excess funds to the next host facility.

**VENDOR PARTICIPATION:**

1. Vendors may contribute monetarily toward the running of the meeting

2. Vendors and manufacturer representatives may be present during events (meal, break, etc.) they sponsor at the discretion of the host site. Presence and displays should be used for educational purposes only.

3. Vendors making contributions should be acknowledged at the discretion of the host site.

Reviewed 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2022

Revised 2004, 2022