Application Guidelines - RiMS Annual Conference

Version management

Date	Author	Description
12 November 2025	Stefaan De Corte	Renewed visual identity and added several points of extra clarification.
18 November	Stefaan De Corte	Added clarification in the roles of the respective Committees.

Please find below the criteria for sending in an application to host our Annual RiMS Conference. Applications can be sent to **secretariat@rehabinms.org**.

1. Topic and Audience

Topic: to be decided by RiMS Board

Audience: rehabilitation physicians and neurologists, nurses and therapists (e.g. exercise physiologists, occupational therapists, physiotherapists, psychologists, neuropsychologists, social workers, speech and language therapists) and all professionals involved or interested in multiple sclerosis rehabilitation research and practice.

Expected number of participants: +/- 200 international delegates (mainly European) completed with between 50 and 150 national/regional delegates.

2. Committees

Organising Committee

- ✓ Chair of the Organising Committee is a RiMS Board member (appointed by the RiMS Board)
- ✓ Chair of the Local Organising Committee is also part of the Organising Committee
- ✓ Chair of the Scientific Committee can also be part of the Organising Committee or he/she can assign another member of the Scientific Committee
- ✓ Complemented with max 3 additional members
- ✓ The meeting of the Organising Committee is prepared by the Project Manager assigned by RiMS.
- ✓ Meets +/- every two weeks for 1 hour.
- ✓ Main tasks:
    - Confirm the main objectives of the Conference
    - Budget management
    - Coordinate all practicalities
    - Coordinate the promotional campaign

- Ultimately responsible for the proper implementation of the entire Conference

Scientific Committee

- ✓ Chair of the Scientific Committee (appointed by the RiMS board)
- ✓ Chair of the Organising Committee can be part of the Scientific Committee or he/she can assign another Member of the Local Organising Committee.
- ✓ Complemented with +/- 3 to 6 additional members
- ✓ Can assign additional abstract reviewers
- ✓ Main task:
  - Decide on the overarching topic(s) of the Conference
  - Decide on the abstract submission topics
  - Coordinate the abstract reviewing and assigning to session
  - Decide on the Programmes of the teaching courses (PhD and Nurse session and SIG Meetings agenda's are decided by the chairs of these Groups) and the main Conference programme. This includes: Decide on the speakers to be invited and provide contact details where possible.

Local Organising Committee

- ✓ Chair of the Local Organising Committee (appointed by the local organiser)
- ✓ 4 to 10 members – local support
- ✓ Main task:
  - Identifying suitable venue(s) and social programme
  - Support with promotion to the local/regional community
  - Local sponsorship and exhibitor collection
  - Managing volunteers and contacts with local community

3. Partners

RIMS organises its Annual Conference in partnership with a **local MS and/or Rehabilitation Center**. RiMS requests to receive a **letter stating the support** of the Center (the logo of the Centre should be shared with RiMS and will be used on all promotional materials).

Furthermore, it is important for RiMS to have the confirmation before the start of the collaboration that the local network is strong enough.

RiMS counts on the help of the local partners (including the local organising committee) to **promote the Conference locally and regionally (neighbouring countries)**.

4. Venue

RiMS recommends to have the Conference in a venue that suits the authentic character of the association. This could be a university a center or hotel.

RiMS designated LAUREA Group BV (secretariat@rehabinms.org and learning@rehabinms.org) as its logistics support agency of the Conference. LAUREA is also taking care of the RiMS Secretariat.

LAUREA helps RiMS in finding the right Conference venue (venue search, site inspections onsite, formulation recommendations to the Committee). The advice of the Local Organising Committee is strongly appreciated. Final decision to be taken by the Organising Committee.

Wednesday as from 12PM (afternoon and evening)

- ✓ If necessary: Build up the rooms that will be used on Thursday (= audio-visual installation, chairs)
- ✓ Evening: Board Meeting (12 pax)

Thursday

AM and PM rooms are not necessarily at the same location.

- ✓ AM: 3 meeting rooms for Teaching Courses (including PhD session) (1 up to 100 pax, 2 up to 50 pax) => Can be at a medical centre for 'workshop/practical style' sessions.
- ✓ PM: 6 meeting rooms for Special Interest Group meetings (1 room for 100 pax, 3 rooms up to 50 pax and 2 rooms up to 30 pax)
- ✓ TBC – 1 meeting room for Nurse Training Programme (capacity 40 pax)
- ✓ If necessary: Build up the rooms that will be used on Friday and Saturday (= audio-visual installation, chairs)

Friday

All at same location:

- ✓ One (1) Meeting room for plenary sessions (capacity of 300 pax, either auditorium or theatre set-up)
- ✓ One (1) Meeting room for parallel sessions (capacity of 100 pax , either auditorium or theatre set-up)
- ✓ 2 small rooms for Industry meetings and an office room (each 15 pax, board room style)

Saturday

All at same location:

- ✓ One (1) Meeting room for plenary sessions (capacity of 300 pax, either auditorium or theatre set-up)
- ✓ One (1) Meeting room for parallel sessions (capacity of 100 pax , either auditorium or theatre

Social programme

- ✓ Welcome reception on Thursday evening (same location as where the SIGs take place)
- ✓ Networking dinner on Friday evening (outside location)

5. Date

- ✓ May/June
- ✓ RiMS asks the local organiser to check if any dates need to be avoided because of risks of overlap with other conferences in the country/region
- ✓ Final date to be validated by the RiMS Board

6. Budget

- ✓ The RiMS Secretariat follows-up on the Conference budget, in close collaboration with the Organising Committee. Incomes are to be expected from registrations and from sponsorships and exhibitors. All funds are collected on the bank account of the RiMS Secretariat. The RiMS Secretariat takes the necessary steps to get a local VAT number.
- ✓ We expect extra income from local sponsoring. Therefore we ask the Local Organising Committee to search for fundings and (free) venues / suppliers.
- ✓ A Welcome drink or Networking dinner is sometimes offered by the local organiser or a partner (eg. authorities, university,...).

7. Objectives

RiMS' objective is to leave a legacy behind for the Local Organising Committee and building a stronger network together with RiMS.

Examples: The RiMS Conference enabled the local Center to strengthen its collaboration with other rehabilitation centers in the country/region. More centers join RiMS as a Member. The written report from the Conference or specific Conference sessions contribute to advancing adoption of new practices in the clinical practice in the country. The Conference enables starting new collaborative projects. The Conference made it possible to advocate towards national authorities for policy change.

For RiMS, objective can be:

- Strengthening the relations with the local/regional MS rehab community
- Scientific output/ impact on clinical practice
- Budget and number of participants

8. Action Items

- ✓ Official letter of support from the local MS Center to be mailed to RiMS (secretariat@rehabinms.org). As an annex, the following should be described:
  - Initial list of potential local organising committee members and the contact details of the proposed chair of the local organising committee.
  - List of local events in May/June that we need to avoid not to have overlap.
  - Confirmation of availability of suitable venues.
  - Confirmation/description of the local/regional community of rehabilitation professionals that can be mobilised.
  - Description of the objectives with the Annual Conference.
  - Indication of local sponsors/exhibitors that will be invited to support the Conference.
  - Description of the channels (email lists, website, specific social media channels, local professional societies) that can be mobilised to promote the Conference.

- ✓ Once the above has been sent in, formal decision to be taken by the RiMS Board on destination and date of the RiMS Conference. Often, this decision is taken in February/March in the year preceding the Annual Conference. The host city is than announced at the closing ceremony at the Annual Conference preceding the Annual Conference.
- ✓ The RiMS Board will also decide on the topic of the Conference.
- ✓ RiMS: to appoint the committee chairs and committee members.

Annex I: Example Annual Conference Programme

RiMS Annual Conference 2024, University MS Center Pelt, Belgium

27/06/2024

08:00 - 12:30	**Visit Noorderhart / University MS Center (Pelt - including transfer time)** ⓘ Griet Gysemberg Ilse Lamers
10:00 - 12:00	**Teaching Course IV: Health Behaviour change through Healthcare Providers** ⓘ Yvonne C Learmonth, Speaker(s), Chair Claudia Marck, Speaker(s)
13:00 - 15:00	Teaching Course and Nurse Training Programme
	Teaching Course I: Motor and Cognitive Fatigability in Persons with MS ⓘ Daphne Kos, Speaker(s), Chair(s) Peter Feys, Speaker(s), Chair(s) Inge Zijdewind, Speaker(s) Ulrik Dalgas, Speaker(s) Felipe Santinelli, Speaker(s) Zuhal Abasiyanik, Speaker(s) Mieke D'Hooge, Speaker(s)
	Teaching Course II: Music and Rhythm Based Rehabilitation in MS ⓘ Lousin Moumdjian, Speaker(s), Chair Barbara Seebacher, Speaker(s) Nickeline Schmidt Larsen, Speaker(s)
	Nurse training programme: Mindfulness for Caregivers ⓘ Corinne Oosterlinck, Speaker, Chair
	Teaching Course III: Gait Analysis for Impactful Outcomes in MS ⓘ Massimiliano Pau, Speaker(s), Chair Alon Kalron, Speaker(s) Cintia Ramari, Speaker(s)
	PhD session ⓘ Arianne Gravesteijn, Chair(s) Laurits Taul Madsen, Chair(s)
15:30 - 16:00	**Tour of the laboratories of the research group REVAL at the faculty of rehabilitation Sciences** ⓘ
16:00 - 18:00	SIG meeting
	SIG - Patient Autonomy ⓘ
	SIG - Psychology & Neuropsychology ⓘ
	SIG - Occupation ⓘ
	SIG - Communication & Swallowing ⓘ
	SIG - Mobility ⓘ
	SIG - Bladder, Bowel & Sexuality ⓘ
19:30 - 22:30	Scientific Networking Dinner
	Scientific Networking Dinner ⓘ

28/06/2024

08:45 - 09:40 **Welcome & Honorary Lecture**

Giampaolo Brichetto Peter Feys, Chair(s)

08:45 - 09:00 **Welcome**

Giampaolo Brichetto Peter Feys, Speaker(s) Ilse Lamers

09:00 - 09:40 **RIMS Honorary lecture: Empowering Persons with MS in Increasing Global Uncertainty - Balancing Autonomy and Social Support**

Christoph Heesen, Speaker

09:40 - 10:50 **Session I: What is Inclusion?**

Roshan Nair Peter Feys, Chair(s)

09:40 - 10:05 **Lecture I: from Integration to Inclusion. Barriers and Challenges for a New Approach**

Herbert Temmes, Speaker

10:05 - 10:30 **Panel discussion**

Roshan Nair, Speaker(s) Christoph Heesen Herbert Temmes Peter Feys Inge Van De Velde, Speaker(s)

10:30 - 10:50 **Platform presentations I**

10:50 - 11:20 Coffee Break & Exhibition

Coffee Break & Exhibition

11:20 - 12:30 **Session II: Including Complementary Professions and Relevant Research Designs**

Ilse Lamers Lousin Moumdjian, Chair(s)

11:20 - 11:45 **Lecture I: Interdisciplinary Professions: Developing Rehabilitation Technology for Assessment/Rehabilitation in Neurological Populations**

Olivier Lambercy, Speaker

11:45 - 12:10 **Lecture II: A Cochrane Rehabilitation Road Map toward Improving Evidence Production in Rehabilitation**

Stefano Negrini, Speaker

12:10 - 12:30 **Platform presentations II**

12:30 - 13:07 **Poster Express I (19x2min) - click for detailed agenda**

Jessica Podda Anders Skjerbaek, Chair(s)

13:07 - 14:05 Lunch Break & Exhibition

Lunch and Exhibition

14:05 - 14:35	**Poster Viewing I**
14:35 - 15:35	Platform Presentations III & IV
	Platform Presentations III Alon Kalron, Chair(s) Cintia Ramari
	Platform Presentations IV Carme Santoyo-Medina Blanca de Dios Perez, Chair(s)
15:35 - 16:50	Session III: Digital Solutions for Empowerment and Inclusion
	 Massimiliano Pau, Chair(s) Ulrik Dalgas, Chairs
15:35 - 16:00	**Lecture I: Psychological Based Online Tools to Treat MS Symptoms** Christoph Heesen
16:00 - 16:25	**Lecture II: Empowerment with Online Tools for PwMS with Higher Disability and Lower Service Accesssibility** Lorna Paul, Speaker
16:25 - 16:50	**Lecture III: Neuroeducation and Mindfulness Meditation** Iris-Katerina Penner, Speaker
16:50 - 17:10	Coffee Break & Exhibition
	Coffee Break & Exhibition
17:10 - 17:45	General Assembly
	RIMS General Assembly
29/06/2024	
08:45 - 10:45	Welcome, Session IV & Poster Express II
08:45 - 08:50	**Welcome**
08:50 - 10:05	Session IV: Patient Voice and Advocacy: Interactive Round Table
	 Herbert Temmes Giampaolo Brichetto, Chair(s)
08:50 - 09:00	**Lecture I: Patient Engagement in Health Policy, Research and Practice** Usman Khan, Speaker
09:00 - 09:10	

	Lecture II: the Science of Patient Engagement: the MULTI-ACT Model Frederica Molinari, Speaker
09:10 - 09:20	**Lecture III: Results of the IMSS survey: Patient Perceived Impairment, Use of Rehabilitation Strategies and Satisfaction** Daphne Kos, Speaker(s) Peter Feys Elisabeth Kasilingam
09:20 - 09:30	**Lecture IV: Results of the PROMS survey** Giampaolo Brichetto, Speaker
09:30 - 10:05	**Interactive round table**
10:05 - 10:45	**Poster Express II (19x2min) - click for detailed agenda** Andrea Giordano Edyta Matusik, Chair(s)
10:45 - 11:15	Coffee Break & Exhibition
	Coffee Break & Exhibition
11:15 - 12:45	Platform Presentations & Poster Viewing
11:15 - 12:15	**Platform Presentations V** Corinne Oosterlinck Hans Bogaardt, Chair(s)
	Platform Presentations VI Ellen Christin Arntzen, Chair(s) Ludovico Pedulla, Chair(s)
12:15 - 12:45	**Poster Viewing II**
12:45 - 13:45	Lunch Break & Exhibition
	Lunch and Exhibition
13:45 - 14:15	**RIMS GRANT session - click for more details** Griet Gysenberg Lousin Moumdjian, Chair(s)
14:15 - 15:05	Session V: Participation
	  Lars Hvid Inger Grethe Loyning, Chair(s)
14:15 - 14:40	**Lecture I: Activity and Participation Outcomes in Clinical Trials** Daphne Kos, Speaker
14:40 - 15:05	

Lecture II: Move to Sport Initiatives: Patient Engagement during Goal Oriented Projects Paul Van Asch, Speaker	
15:05 - 15:30	Awards
	Awards/President Address/Presentation of the Next Conference