

**Forward**  
*Together*

**Delegate Registrations now open!**  
**Deadline for Presentation Submission 31 July 2022**

# Congress 2022

**SA+OPA**  
South African Orthotic & Prosthetic Association

**27 - 29 October**  
**Lagoon Beach Hotel & Conference Venue**  
**CAPE TOWN**

**4th Version – Updated 7 July 2022**



# We cannot wait to see you....

It is with great anticipation and pleasure that the National Executive Committee of the South African Orthotic & Prosthetic Association extend an invitation to you to attend & participate in this year's SAOPA three-day information & knowledge sharing event hosted in Cape Town on 27 - 29 October 2022.

The theme for this year's event, moving into 2023, is "**Forward Together**".

During the event, delegates will be able to network with multidisciplinary industry leaders and colleagues, while collecting CEU's from a stellar line up of presenters & topics. This is also an ideal opportunity to put your organisation or company front and center, creating brand awareness where it matters most. We have a list of sponsorship options available to interested organisations to participate in, helping us to make this year's event an unforgettable experience.



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*Congress 2022*

*Doc Ref 22-01*

**SAO+PA**

South African Orthotic & Prosthetic Association

# Format and Program Framework

26 October - Exhibition briefing & set up between 14:00 and 20:00

27 & 28 October - Full day congress with opening cocktails and dinner on Day 1

29 October - Half day workshops (concurrent) & closing lunch

SAOPA & ISPO Annual General Meetings on Day 1 and Day 2

## Presentations

Certain slots are allocated to sponsorship packages, and it would be the responsibility of the sponsor to submit the material and present during their allocated time slot. Sufficient time slots are however available to non-sponsor participants, and we specifically wish to invite academic institutions and other stakeholders to consider this opportunity to reach our profession and address delegates on matters of interest to practices, patients, individual professionals and supporting services.

DATE	TIME		DURATION	VENUE	DESCRIPTION
Wednesday 26 October	14:00	20:00	7:00	All	Setup
Thursday 27 October	7:00	8:00	1:00	Exhibition Area	Registration
	8:00	8:15	0:15	Atlantis Suite	Opening & Welcome: SAOPA Chairperson
	8:15	9:15	1:00	Atlantis Suite	Session 1 (Keynote Speaker)
	9:15	10:15	1:00	Atlantis Suite	Session 2
	10:15	10:45	0:30	Exhibition Area	Tea & Networking/Exhibition
	10:45	11:45	1:00	Atlantis Suite	Session 3
	11:45	12:45	1:00	Atlantis Suite	Session 4
	12:45	13:45	1:00	Restaurant	Lunch & Networking/Exhibition
	13:45	14:45	1:00	Atlantis Suite	Session 5
	14:45	15:45	1:00	Atlantis Suite	Session 6
	15:45	16:15	0:30	Exhibition Area	Tea & Networking/Exhibition
	16:15	18:15	2:00	Atlantis Suite	SAOPA AGM (Hybrid)
	18:15	19:00	0:45		Individual/Free Time
	19:00	21:00	2:00	Restaurant	Opening Social Evening

## Draft Program - Pending submissions from Presenters & Sponsors

Note: Sessions may be shortened or divided in final program to allow for more topics and presenters.

Indications are for 30-minute slots per topic within the Sessions

DATE	TIME		DURATION	VENUE	DESCRIPTION
<b>Friday 28 October</b>	7:00	8:00	1:00	Exhibition Area	Networking/Exhibition
	8:00	9:00	1:00	Atlantis Suite	Session 7
	9:00	10:00	1:00	Atlantis Suite	Session 8
	10:00	10:30	0:30	Exhibition Area	Tea & Networking/Exhibition
	10:30	11:30	1:00	Atlantis Suite	Session 9
	11:30	12:30	1:00	Atlantis Suite	Session 10
	12:30	13:30	1:00	Restaurant	Lunch & Networking/Exhibition
	13:30	14:30	1:00	Atlantis Suite	Session 11
	14:30	15:30	1:00	Atlantis Suite	Session 12
	15:30	16:00	0:30		Tea & Networking/Exhibition
	16:00	17:30	1:30	Atlantis Suite	ISPO SA AGM
	17:30				Individual or Free Time/Dinner Arrangements (Own Account)
<b>Saturday 29 October</b>	7:00	8:00	1:00	Exhibition Area	Networking/Exhibition
	8:00	10:00	2:00	Atlantis	Workshop/Clinical Session 13
	10:00	10:30	0:30	Exhibition Area	Tea & Networking/Exhibition (Close of Exhibition)
	10:30	12:30	2:00	Atlantis	Workshop/Clinical Session 14
	12:30	13:30	1:00	Restaurant	Closing Lunch



# Sponsorship & Marketing Opportunities



This is an opportunity for your company or organisation to:

- Increase brand loyalty
- Strengthen brand image
- Create company or product awareness and visibility
- Drive retail traffic or sales
- Highlight community responsibility and/or corporate social responsibility
- Build new and deeper community networks
- Enhance company credibility and educating our delegates about your products and services
- Target a niche market

Sponsorship is available in the tiers and publicity will be allocated according to these packages. Additional sponsorship options allows you to expand your visibility during the event and can be added to any of the three packages or utilised separately from a package. Should you be interested in any of these options, please complete the Sponsorship form and return to [coo@saopa.co.za](mailto:coo@saopa.co.za) to reserve your options as these will be allocated on a 'first come, first serve' basis. Any additional marketing and branding ideas may be discussed with Adri Botha ([coo@saopa.co.za](mailto:coo@saopa.co.za)) as we would be pleased to consider your specific needs and suggestions.



**All sponsorship packages and opportunities limited to the units indicated and sold on 'first come, first serve' basis.**

# Sponsorship & Exhibition Packages



Base Rate/Package	<b>SOLD</b>	R 35,000	R 25,000	R 9,800
<i>VAT Excluded &amp; Number of available packages indicated in brackets</i>	Platinum (3)	Gold (1 of 2 sold)	Silver (2)	Exhibition (enquire availability)
Sponsor acknowledgement in invitations, event communications & MC during event	X	X	X	
Logo shown on program & continuity slides	X	X	X	
Standard Pull-Up banner in registration area	X			
CPD Speaker opportunity (1 x 60 Min including Q&A)	X	X		
Workshop/Technical (1 x 120 Workshop/Clinical Session - Concurrent Sessions)	X			
15% Discount on Delegate Registration Fee	2 Delegates	1 Delegate		
Brochure (and small gift optional) at cost of sponsor in conference bag	X	X	X	X
Dedicated post-event mailer	X	X		
Post or Pre-Event Surveys (to registered attendees)	X			
A4 Advert in first 2023 SAOPA Newsletter	A4 page	A5 page	A5 page	
9 Month Branding on SAOPA Public website & Members Platform	9 Months	6 Months	3 Months	
Exhibition Space (1 x Open Table Top Area) As part of Sponsorship Package	X	X	X	
Exhibition Space (1 x Open Table Top Area) Not part of any Sponsorship Package				X





# Individual Sponsorship & Marketing Opportunities

Recognition will be given in the program as well as on directional signage for the area/event and where applicable, in announcements.

Optional/Additional Options	Sponsorship Amount (VAT Excl)	Number of Possible Sponsors
Conference bag, Notebook, Pen (Co-Branded with SAOPA)	R 15,000	1
Lanyard (Co-Branded with SAOPA)	R 5,000	2
Name cards	R5,000	1
Atlantis Suite Venue Day 1	R 6,000	1
Atlantis Suite Venue Day 2	R 6,000	1
Lunch Day 1 - Finger/Fork in Exhibition Areas	R 10,000	1
Lunch Day 2 - 3 Course in Restaurant	R 10,000	1
Lunch Day 3 - 3 Course in Restaurant	R 10,000	1
Refreshment Breaks (x2) Day 1 – Both exhibition areas	R 5,000	1
Refreshment Breaks (x2) Day 2 – Both exhibition areas	R 5,000	1
Refreshment Break (x1) Day 3 – Both exhibition areas	R 3,500	1
Opening Evening Social Event - 3 Course Dinner	R 30,000	1
Opening Evening Social Event - Cocktails	R 5,000	1
Keynote Speaker (Topic and Speaker be approved by SAOPA) - Cost & arrangement by sponsor		1
Entertainment (Social Evening - to be approved by SAOPA) - Cost & arrangement by sponsor		1

**SOLD**

**SOLD**

**SOLD**

**SOLD**

**SOLD**

**SOLD**

# Delegate Registration

More detail will be supplied with registration and as planning progresses:

## **Fees** (VAT Excl):

R3 395 - SAOPA Members (Early Bird up to 31 July 2022 - R2 950)

R4 410 - Non-SAOPA Members (Early Bird up to 31 July 2022 - R3 835)

Registration opened 7 July 2021

## Note:

- Member discount only offered to members whose membership accounts are up to date and remain so until the event.
- Registration is open to all MOP's, practice staff, suppliers, stakeholders and other professionals within the multidisciplinary scope.
- Cancellation of registration must be done in writing at least 30 days prior to the event and no refunds will be paid for registered delegates not attending.
- Fees include: Congress, Exhibition, Lunch and Tea/Coffee (mid-morning & afternoon) as per program and Congress Package (see detail herein)
- Fees exclude: Travel, Transfers, Accommodation, Breakfast & Dinner on the 28th October. Cash Bar (card payment only) will be available during opening dinner.
- Fees are applicable to presenting delegates as well, unless invited specifically by SAOPA, or in case a speaker will only attend for the duration of their presentation.
- A reference for preferential bookings at the Lagoon Beach Hotel will be supplied with registration.





## Day 1 & 2 - Full Day Conference Package

- Tea/coffee and snack on arrival
- Mid-morning and afternoon tea/coffee and snack
- Three-course lunch
- 1x Soft drink p/p
- Notepads and pens
- 2x Bottles of mineral water and mints
- Free Wi-Fi
- Venue hire
- Free undercover parking

Day 3 - Half Day Conference Package  
(as above, with only one tea/coffee break)

See program for additional dinner included with registration on Day 1

# Social Program



## **Opening Cocktails and Dinner**

With spectacular views of Table Mountain and the beach, this Thursday afternoon event, shortly after the SAOPA AGM, will be an informal affair for registered delegates and the ideal opportunity to catch up with friends and colleagues. In addition to a welcoming cocktail, a bar for own account will be available (please note this is a cashless environment).

## **Some free time**

Delegates are free to make their own plans for Friday evening - be it lounging on the deck looking out over the ocean or taking the short trip into the surrounding area or city for dinner and some nighttime sightseeing. Please visit the venue website for on-site restaurant options and surrounding attractions.

## **Closing Lunch**

Following the workshop sessions planned for Saturday morning, delegates will share a final meal before greeting each other and going their separate ways.

With all that the Cape has to offer, we have decided to not host a partner's program and rather allow for individual plans and arrangements.

# The Venue



**LAGOON BEACH**  
hotel | conference | spa  
CAPE TOWN  
★★★★

# Transport & Accommodation



- Delegates are responsible for own transport & accommodation cost and booking.
- A reservation link & reference will be available on registration or delegates may contact the hotel directly, advising that the booking relates to the congress.

1 Lagoon Gate Drive, Milnerton, Cape Town, South Africa  
info@lagoonbeachhotel.co.za

+ 27 (0)21 528 2000

Please Note: They do not accept cash  
<https://www.lagoonbeachhotel.co.za>

- Accommodation alternatives in the area include a variety of holiday apartments, lodges and bed & breakfast options which can be accessed on accommodation websites (Lekkerslaap; Bookings.com etc.) or Google maps.
- A complimentary scheduled shuttle service for hotel guest is available to and from the V&A Waterfront & Canal Walk (subject to availability and booking at the front desk)
- MyCiTi bus stops are a 3 min walk from the hotel (<https://www.myciti.org.za/en/trip-planner/>) Trips can be planned by downloading the MyCiTi application.
- Undercover parking at the venue is free for delegates.

# Exhibition Space

Due to demand, an additional exhibition space has been added, bringing the total tabletop areas to 36. See detail for booking under Exhibitors Section.



## Public Areas

On route between hotel, entrance and conference venues

## Open Floor Layout

Enough space to move around and linger for a chat with exhibitors

## Frequent Exposure

Registration, refreshments and one lunch will be offered in this area

A security guard will be on duty 24 hours per day during event.

# Location

Indulge in magnificent views of Table Mountain over the Atlantic Ocean and the beautiful Lagoon Beach:

- 8.6km from Cape Town's central business district and the V&A Waterfront – a hub of activity any time of the year.
- 18km from Cape Town International Airport.
- 6.3km from Century City – one of the largest shopping centers in South Africa.





# Call for Presentations

## **Types of Presentations**

*(Content of Presentations should be appropriate for CPD Accreditation)*

### **Scientific Paper:**

These presentations focus on research findings. Papers in this category are expected to describe the findings of a study with a specific hypothesis, appropriate methodology and execution, and suitable data analysis, the number of subjects studied should be statistically adequate.

These presentations are intended to ultimately improve the standard of Orthotics & Prosthetics. Submissions for scientific presentations **MUST INCLUDE** data analysis and results. Please do not submit an abstract for consideration as a scientific paper if the work has not been completed.

### **Scientific Poster:**

Posters present relatively simple topics, solutions, or “tips and tricks” in a visual and written format. Poster presentations are best suited for a plot study, a unique idea, or a new procedure.

It is a summary of your research findings, highlighting your methodology and execution, with suitable data analysis and statistics. Please do not submit a poster for consideration if the work has not been completed.

## **Creative Solutions:**

These presentations focus on the results of new or innovative Orthotic & Prosthetic intervention and must be focused on original, inventive or imaginative approaches to problem areas.

These presentations are intended to inspire discussion and collaboration among congress participants, to provide new ideas for delegates to implement immediately in the day-to-day care of their patients, and to stimulate future scientific investigation. Include 'how you solved it' and solicit audience feedback.

## **Challenging Cases:**

These presentations are of difficult clinical problems without obvious solutions (one problem per presentation). Audience participation is critically important to the effectiveness of Challenging Case presentations, so these cases will be selected for their anticipated appeal to congress delegates and possible solutions offered by presenter.

## **Practical/Workshop Sessions:**

The Congress will offer two concurrent 120min sessions (four sessions) on the morning of the 3rd day and these will be ideal to present new innovations, specific methods, etc. Content should allow for CPD accreditation. Companies and suppliers are encouraged to submit their submissions for these breakaway sessions, noting that three of the four session are included in sponsorship packages. Delegates will be asked to register beforehand for sessions to allow equal distribution of attending delegates and venue capacity.

# Time Allocated for Presentations

- Time slots for presentations during the Atlantis Suite sessions on Day 1 and Day 2 are set at 30 or 60 minutes each.
- Breakaway sessions on Day 3 are structured as follows:
  - 120-minute session
  - Mid Morning Refreshments
  - 120-minute sessions.
- Please see draft program and venue space detail
- Time slot allocation for each presentation will be determined by the planning committee during finalisation of the program. Presenters will receive confirmation of their time slot well in time. Time limits will be strictly enforced to allow for the efficient running of the program and audience participation. Please be prepared to offer additional information/discussion in the case of limited questions to fill the allocated time slot.
- Power Point Presentations or pre-recorded material must be supplied to SAOPA beforehand to allow technical set up.

# Exhibitors

Exhibition space is available in two exhibition areas at the Lagoon Beach Hotel and Conference Centre. Both areas are well suited for open plan, tabletop exhibits and conveniently located in close proximity to, and between the hotel reception, restaurant and the Atlantis Suite. Registration, as well as mid morning and mid-afternoon refreshments and one lunch will be offered in these areas, increasing exposure through the time delegates will spend in these areas.

Space can be booked as part of a sponsorship package or as a 'first come, first serve' separate booking. The exhibition package include 1 trestle table, a stretch fabric tablecloth & 2 chairs, as well as a 24 hour security guard in the areas between the 26th to 28th October (set up to close of Congress). Exhibitors will be responsible to man their exhibits during the day, specifically during refreshment breaks and lunch.

Meals & Refreshments packages are available for stand staff and non-congress delegates at R550 per person per day (VAT Excl).

The Exhibition areas need to be setup between 14:00 and 18:00 Wednesday, 26 October for the opening of the Congress at 07:00 on Thursday 27 October and will remain open for the full duration of the congress until after Saturday, 29 October mid-morning Tea/Coffee break.

Detailed information and floor plans to be supplied to exhibitors on booking form and via direct contact by organisers.

# Exhibitors

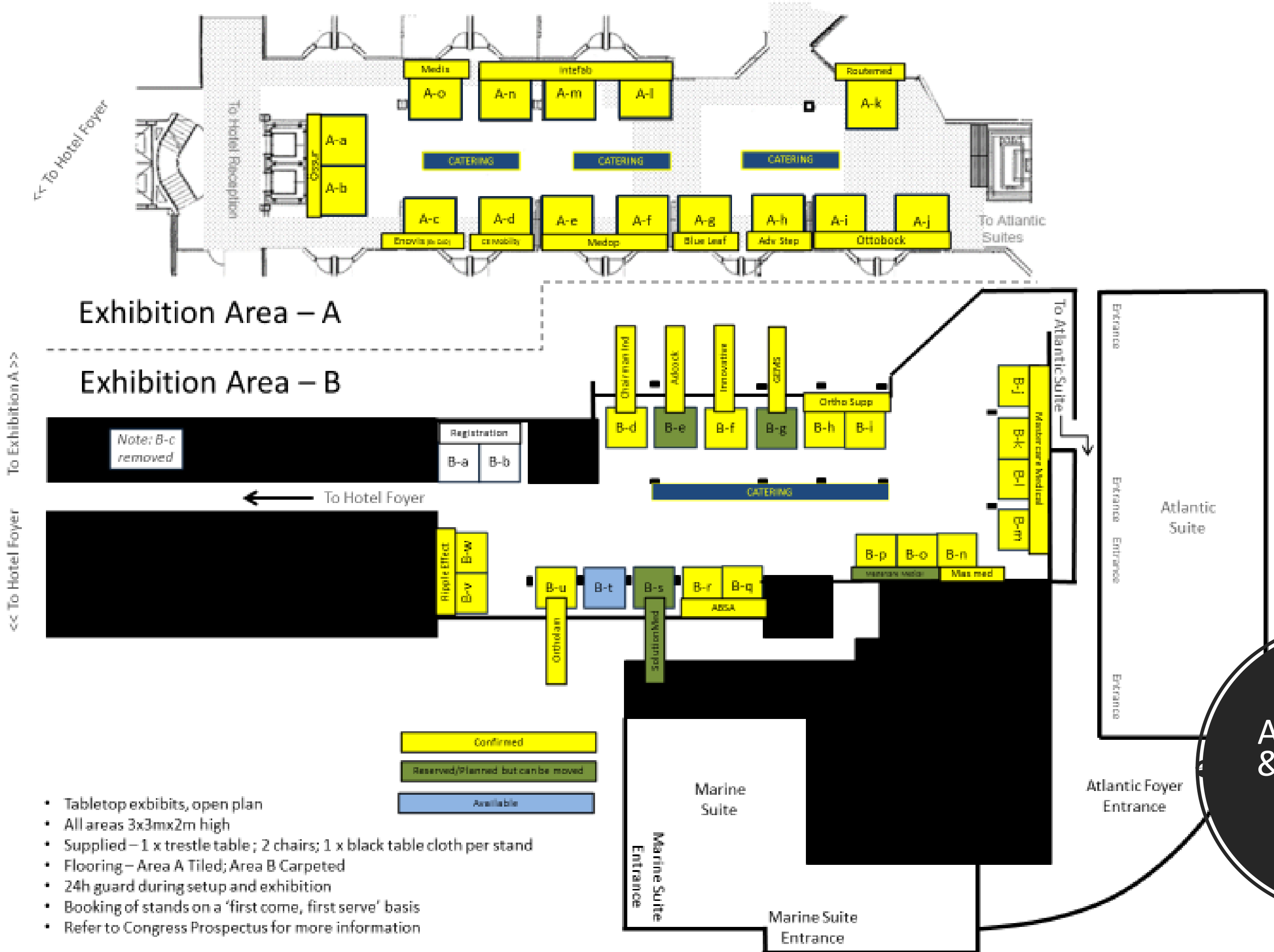
No constructed or custom stands can be accommodated in these without prior approval from the organisers, but exhibitors may make use of banners to create a backdrop and to further highlight their brand...as long as these do not infringe on neighboring exhibitors or the flow of foot traffic.

Although the exhibition area has been planned to maximize the flow of delegates through the whole area, we understand that exhibitors may want to choose specific stands. In order to make this process as fair as possible we have instituted the following process:

Exhibitors may indicate on the registration form their first, second and third choice of stands. Every effort will be made to accommodate your request but, allocation will only be confirmed on receipt of payment. Final space allocation will be on a 'first come, first serve' basis but however remains at the final discretion of the committee.

No refunds of space once booked and paid.

In total, 15 stands are available in Area a and 21 in Area B of which 8 are pre-allocated to sponsorship packages. The balance may be booked separately or in addition to a sponsorship package. However, to allow for a wider scope of exhibitors, preference for the non-package space will be given to individual bookings first. Please see the booking form for more detail.



- Tabletop exhibits, open plan
- All areas 3x3mx2m high
- Supplied – 1 x trestle table ; 2 chairs; 1 x black table cloth per stand
- Flooring – Area A Tiled; Area B Carpeted
- 24h guard during setup and exhibition
- Booking of stands on a 'first come, first serve' basis
- Refer to Congress Prospectus for more information

Exhibition Area Layout & allocation as at 7/7/2022

# Important Dates

Please note that these dates might change as planning progresses, but all interested parties will be informed with ample time allowed for the particular deadline, and where required, allowances will be made to ensure a high standard of content and delegate experience:

- Deadline for Submission of Sponsorship Applications: 30 June 2022 (Allocated on 'first come, first serve' basis as received.)
- Deadline for Submission of Presentations: 31 July 2022 (Topic & Short summary and Speaker)
- Deadline for Acceptance of Presentation Topics & Speakers: 15 August 2022
- Final Program Announcement: 30 August 2022
- Deadline for Presentation Submission for CPD Accreditation: 15 September 2022 (Content, Speaker CV)
- Deadline for Delegate Registration: 30 September 2022 (Early Bird discount expires 31 July 2022)

Individual communication will be sent to registered delegates, sponsors, presenters and exhibitors, detailing requirements and arrangements specific to their involvement.



Please contact Adri Botha ([coo@saopa.co.za](mailto:coo@saopa.co.za)) should any extension be required.



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# Contact Detail

General, Presenters & Sponsorship Enquiries:  
[coo@saopa.co.za](mailto:coo@saopa.co.za)

Delegate Registration & Payment  
[info@saopa.co.za](mailto:info@saopa.co.za)

**SA+OPA**  
South African Orthotic & Prosthetic Association



# General

- No photography or video recording allowed in the Exhibition Hall & conference sessions without the express permission of the SAOPA committee.
- Please note that this is a closed private event and not open to the public.