



Request for Proposal (RFP)

HOST INSTITUTION

The Academy's O&P Innovative Technologies Conference (OPTech)

INTRODUCTION

The American Academy of Orthotists and Prosthetists (the Academy) invites proposals from universities, academic medical centers, hospitals, and other qualified institutions interested in serving as the Host Institution for OPTech.

Under the Academy's stewardship, OPTech enters an exciting new chapter—one that builds upon its strong foundation while expanding opportunities for innovation, collaboration, and education across the profession. The Academy is seeking a Host Institution that shares this vision and is committed to helping shape the future of OPTech through active collaboration.

The selected Host Institution will work alongside the Academy to create an engaging educational experience that showcases emerging technologies, highlights institutional expertise, and brings together clinicians, researchers, engineers, physicians, educators, industry partners, entrepreneurs, and students who are shaping the future of orthotic and prosthetic care.

ABOUT OPTech

The Academy's OPTech conference is a biennial educational conference dedicated to exploring the technologies, research, and innovations transforming orthotic and prosthetic patient care.

OPTech provides a focused forum for emerging technologies, interdisciplinary collaboration, applied research, and immersive educational experiences. Designed as a highly interactive conference, OPTech encourages meaningful dialogue and the exchange of ideas among professionals working across clinical care, engineering, rehabilitation, research, academia, and industry.

Recognizing that innovation extends beyond the classroom, OPTech encourages attendees to experience technology firsthand through opportunities such as laboratory tours, live technology demonstrations, motion analysis facilities, gait laboratories, fabrication spaces, 3D printing centers, robotics laboratories, and other unique environments that showcase innovation in practice.

OPTECH AT A GLANCE	
Conference	The Academy's O&P Innovative Technologies Conference (OPTech)
Frequency	Biennial
Attendance	Approximately 125–175 participants
Audience	Clinicians, researchers, engineers, physicians, educators, students, industry partners, entrepreneurs
Conference Format	Interactive educational sessions, demonstrations, facility tours, networking, and experiential learning
Conference Owner	American Academy of Orthotists and Prosthetists

WHY HOST OPTECH?

Serving as the Host Institution for OPTech provides a unique opportunity to showcase your organization's leadership in orthotics, prosthetics, rehabilitation, engineering, and innovation while contributing to the advancement of the profession.

As the Host Institution, your organization will have the opportunity to:

- Showcase your facilities, faculty, researchers, clinicians, and innovative programs to a national audience.
- Highlight your institution's contributions to orthotic and prosthetic research, education, and patient care.
- Foster interdisciplinary collaboration among clinicians, researchers, engineers, physicians, educators, and industry leaders.
- Engage students, residents, fellows, and early-career professionals through meaningful educational experiences.
- Strengthen relationships across the orthotic and prosthetic community while expanding your institution's national visibility.
- Contribute to advancing the future of orthotic and prosthetic care by helping deliver an educational experience centered on innovation, collaboration, and discovery.'

HOST INSTITUTION RESPONSIBILITIES

The Host Institution plays an essential role in helping the Academy deliver a distinctive educational experience that reflects OPTech's collaborative and innovative spirit. Working closely with the Academy throughout the planning process, the Host Institution will provide local expertise, facilitate access to institutional resources, and help create meaningful learning opportunities for attendees. Specific responsibilities include, but are not limited to:

Educational Collaboration

- Identify opportunities to showcase the institution's unique clinical, research, educational, and technological capabilities.
- Recommend faculty, researchers, clinicians, engineers, and other subject matter experts who may contribute to educational programming, demonstrations, or panel discussions.
- Assist in coordinating facility tours, laboratory demonstrations, and other experiential learning opportunities.

Facility & Venue Coordination

- Provide access to agreed-upon meeting rooms, instructional spaces, laboratories, and demonstration areas.
- Coordinate facility scheduling and access throughout the conference.
- Assist with on-site logistics related to institutional facilities and resources.
- Local Planning Support
- Designate a primary institutional liaison to work with the Academy throughout the planning process.
- Participate in regular planning meetings leading up to the conference.
- Provide recommendations regarding local transportation, parking, campus access, nearby accommodations, dining options, and other attendee resources.
- On-Site Support
- Coordinate volunteers or staff, as appropriate, to assist with facility access and attendee wayfinding.
- Support scheduled demonstrations, tours, and educational activities hosted within institutional facilities.
- Collaborate with the Academy to ensure a welcoming, professional, and engaging attendee experience.

The Academy recognizes that each institution has unique strengths and resources. Institutions are encouraged to propose additional ideas or experiences that would enhance the conference's educational value and distinguish their proposals.

HOST INSTITUTION QUALIFICATIONS

The Academy welcomes proposals from universities, academic medical centers, hospitals, rehabilitation institutes, and other organizations with demonstrated expertise in orthotics, prosthetics, rehabilitation, engineering, biomechanics, robotics, or related disciplines.

The ideal Host Institution will demonstrate:

- A commitment to advancing innovation, research, education, and patient care.
- Facilities that support experiential learning, including laboratories, fabrication spaces, simulation centers, gait and motion analysis laboratories, maker spaces, or similar environments.
- Access to faculty, clinicians, researchers, engineers, and other subject matter experts whose expertise enhances the conference experience.
- Institutional support necessary to coordinate facility access, educational activities, and on-site logistics.
- A collaborative approach and a commitment to working closely with the Academy throughout the planning process.

Institutions are encouraged to highlight the distinctive resources, programs, facilities, and experiences that make their organization uniquely suited to host OPTech.

VENUE REQUIREMENTS

The Academy seeks a venue that supports both traditional educational programming and immersive learning experiences. Rather than prescribing a single conference model, the Academy encourages Host Institutions to showcase the environments, facilities, and resources that best reflect their strengths and advance OPTech's goals. Proposals should describe available facilities and include information regarding:

- Meeting & Educational Space (estimated rental costs)
- General session meeting space accommodating approximately 125–175 attendees.
- Breakout rooms for workshops, panel discussions, or concurrent educational sessions.
- Areas suitable for networking events, tabletop exhibits, and sponsor engagement.
- Experiential Learning Environments
- Research laboratories
- Fabrication facilities
- Motion analysis or gait laboratories
- Robotics laboratories
- Simulation centers
- Maker spaces
- Clinical facilities
- Other spaces that support demonstrations, tours, or hands-on educational experiences
- Technology & Accessibility
- Audio-visual capabilities and available technical support.
- Wi-Fi availability and technology infrastructure.
- Accessibility features that ensure an inclusive experience for all attendees.
- Attendee Logistics
- Nearby hotel accommodations.

- Parking availability.
- Transportation options.
- Dining and hospitality resources (include sample catering menu and pricing)
- Other amenities that contribute to a positive attendee experience.

The Academy welcomes creative proposals that leverage an institution's unique environment to provide educational experiences that cannot be replicated in a traditional conference venue.

LOOKING AHEAD

The Academy looks forward to selecting a Host Institution that shares its commitment to advancing orthotic and prosthetic care through innovation, education, and interdisciplinary collaboration.

As OPTech enters its next chapter under the Academy's stewardship, the selected Host Institution will play an important role in creating an engaging educational experience that showcases emerging technologies, fosters meaningful collaboration, and inspires new ideas that advance the profession.

The Academy encourages proposals that reflect each Host Institution's unique strengths, demonstrate a commitment to educational excellence, and highlight opportunities to create memorable experiences for attendees. Together, we can continue to build upon OPTech's strong foundation while shaping its future as a premier forum for innovation in orthotics and prosthetics.

PROPOSAL REQUIREMENTS

Interested institutions should submit a proposal that includes the following information:

Institutional Information

- Name of institution
- Primary contact person, title, email address, and telephone number
- Brief overview of the institution and its mission

Host Institution Qualifications

- Description of the institution's experience and expertise relevant to orthotics, prosthetics, rehabilitation, engineering, biomechanics, robotics, or related disciplines
- Overview of the institution's facilities, educational resources, and research capabilities

Conference Facilities

- Description of available meeting space, laboratories, demonstration areas, and other facilities proposed for conference use
- Information regarding nearby hotel accommodations, transportation, parking, accessibility, and other attendee amenities

Educational Opportunities

- Description of potential laboratory tours, demonstrations, clinical experiences, or other experiential learning opportunities
- Identification of faculty, researchers, clinicians, engineers, or other subject matter experts who may contribute to the conference

Institutional Support

- Description of the resources the institution will provide to support conference planning and on-site activities
- Letter of institutional support from an authorized representative (if applicable)
- In-kind support including complimentary meeting space, audio visual, etc. (not a requirement)

Additional Information

- Any additional information the institution believes would strengthen its proposal or enhance the attendee experience

PROPOSAL EVALUATION & TIMELINE

Proposals will be reviewed by an Academy-appointed evaluation committee using criteria that include, but are not limited to, the following:

- Quality and suitability of meeting facilities
- Alignment with the mission and goals of OPTech
- Institutional commitment to partnership
- Ability to support conference logistics
- Opportunities for innovation and attendee engagement
- Geographic accessibility
- Availability of nearby accommodations

The Academy reserves the right to request additional information or clarification during the evaluation process and may conduct interviews or site visits, if deemed appropriate.

Milestone	Date
RFP Released	August 18, 2026
Deadline for Questions	September 14, 2026
Responses to Questions Posted	September 28, 2026
Proposal Submission Deadline	October 30, 2026
Proposal Review Period	November 1-13, 2026
Host Institution Selected	November 17, 2026
Planning Kickoff Meeting	December 10, 2026

The Academy reserves the right to modify this timeline as necessary.

PROPOSAL SUBMISSION

Proposals must be submitted electronically no later than October 30, 2026. Please submit proposals to:

American Academy of Orthotists and Prosthetists
Attn: Charity Quick, MBA, CAE, Executive Director
Email: cquick@oandp.org

Questions regarding this RFP should be submitted by September 14, 2026, to the contact listed above. Responses to questions that may be of interest to all prospective Host Institutions will be shared accordingly. Late submissions may not be considered.

TERMS & CONDITIONS

By submitting a proposal, the submitting institution acknowledges and agrees to the following:

- Submission of a proposal does not obligate the Academy to award or enter into any agreement with a Host Institution.
- The Academy reserves the right to accept or reject any or all proposals, in whole or in part.
- The Academy may request additional information, clarification, interviews, or site visits as part of the evaluation process.
- The Academy reserves the right to negotiate the scope of responsibilities with the selected Host Institution.
- All costs associated with preparing and submitting a proposal are the sole responsibility of the submitting institution.
- Materials submitted in response to this RFP become the property of the Academy unless otherwise noted.

The Academy reserves the right to revise this RFP or modify the selection timeline as necessary.

The Academy appreciates your interest in serving as the Host Institution for its OPTech Conference and looks forward to reviewing your proposal as we continue advancing innovation, education, and collaboration across the orthotic and prosthetic profession.

To get started, visit:

www.oandp.org/optech-submissions