



Guidelines for ICOH Congress Organization

**ICOH Mid-Term Meeting
March 13-15, 2008
Hamburg - Germany**



International Commission on Occupational Health - ICOH
Commission Internationale de la Santé au Travail - CIST

Founded in 1906 as Permanent Commission



February 26, 2008

GUIDELINES FOR ICOH CONGRESS ORGANISATION

Foreword

These guidelines are aimed at clarifying and implementing what is already stated in ICOH Constitution art. 6 and Bye-Laws 7 and 12, and are anticipated in section 5 of Bye-Law 12¹.

DECISION MAKING PROCESS FOR FUTURE INTERNATIONAL CONGRESSES VENUES

1) Bid Submission

The procedure for bid submission to compete for the venue of future ICOH congresses is indicated in bye-law 7, section 1 that reads:

“Applications for hosting an International Congress should reach the ICOH office at least three months before the first General Assembly of the forthcoming International Congress and be signed by at least five members of ICOH in good standing of that country”.

Annex 1 is an example of bid submission for ICOH Congress organisation.

The promoting Committee, for completion sake, will also present letters certifying possible local, regional and national governmental patronage and sponsorships received for Congress organisation and the support granted by scientific societies and associations, national authorities for prevention and safety at workplace, employers' and trade unions' associations, local tourism boards. The documentation in support of the bid shall contain also some informative material concerning the accommodation facilities of the premises and selected congress venue. The bid submission shall also contain a list of contents of bid documentation: security report, supporting letters and facilities, etc.

Original documentation and electronic version shall be received by ICOH General Secretariat three months before the 1st General Assembly. ICOH Secretariat will notify receipt by e-mail to each promoting Committee within deadlines scheduled by Bye-Law 7, section 1².

ICOH General Secretariat will send the electronic copy of each bid to ICOH Officers and Board Members as background documents preliminary to Board recommendation provided by Constitution, art. 6, section 1 and Bye-Law 7, section 2³.

Each Committee will be allowed to advertise its own venue in ICOH website with 3 pictures and a text not exceeding 500 words.

ICOH General Secretariat will post the announcement on the web in a section devoted to Bidding Committees.

Each Bid Committee is entitled to make a presentation at the Board Meeting and at ICOH General Assembly.

ICOH General Secretariat will invite each Committee and provide information on place, date and time allocated for presentation at Board Meeting and General Assembly.

Promoting Committees will present their bid by country in alphabetical order. Members of each promoting Committee will be allowed to join the Board meeting only for the time of presentation. Should one member of the promoting Committee also be a member of the Board, she/he will be allowed to be present also during presentation by other Committees.

Promoting materials could be distributed to Board Members only at the beginning of bid committee presentation section.

The bid promoting Committee shall print and circulate a sufficient number of copies during the Board meeting and check in due time compatibility of presentation format with the technical equipment available at Board meeting and General Assembly.

Each promoting Committee will be allowed to set up a stand in the exhibit area of the Congress. General Secretariat shall provide information on local organisers. Logistics shall be directly managed by each promoting Committee in accordance with technical indications by local Organisers.

Any other promotional activity to be held within the Congress shall be anticipated to Secretary General and authorized by ICOH President to ensure correct accomplishment of Congress scientific works.

No financial support by ICOH is granted to promoting Committees.

2) Board Recommendation

Promoting Committees may organize site visits by the Officers, if necessary, before the Congress in which voting will take place.

Travel and lodging expenses of site visits will be at Promoting Committee's cost. ICOH Officers will report on these visits to Board Members before voting.

The Board recommendation, reported in ICOH Constitution, art. 6, section 1 and Bye- Law 7, section 2⁴, shall consider the following criteria:

- professional strength, including the local Scientific Community
- occupational health situation in the country
- technical facilities, logistics, feasibility
- economic capacity
- geographical rotation.
- Demonstrated experience in organizing Scientific Conferences with the involvement of professional conference organizing company with large experience in the organization of international conferences.

The Board Members present at the Board Meeting shall vote the venue which best meets, in their opinion the above mentioned requirements. Voting will be by secret ballot.

ICOH Secretary General shall circulate and scrutinize ballot papers reporting in alphabetical order the competing venues.

With an equal number of votes for two or more venues, a second ballot among the most voted venues shall take place.

If in the second ballot there is again an equal number of votes, the President shall exercise his deciding vote.

According to article 6, section 1⁵ the result will be announced at the 1st General Assembly.

3) Voting by ICOH Members

Voting procedure is stated by bye –law 7, section 2 that reads:

“A ballot to determine congress venue shall be held six years in advance at the time of each Congress. Voting will take place at the Congress after hearing the presentations by proposed host countries and taking into consideration the recommendation of the Board (Article 6, section 1 of the Constitution). Each member can vote for one venue; the country which receives most votes will win. The procedure on voting at the Congress shall be secret ballot”.

All ICOH Members in good standing for the past three years and present at the Congress have the right to vote. General Secretariat will provide ballot papers reporting in alphabetical order the competing venues. ICOH Secretary General shall inform the General Assembly participants on time, day and place where it will be possible to vote during the Congress. On voting, each ICOH member will be checked on the list of members entitled to voting, prepared by General Secretariat. The President shall appoint the board of scrutinizers and report their names at the General Assembly.

The ballot minutes reporting the results will be posted on ICOH notice board during the Congress, and the Secretary General shall announce the winner during the 2nd General Assembly.

CONGRESS ORGANIZATION

1) Confirmation

Article 6 of ICOH Constitution and Bye –Law 12 regulate organization of ICOH International Congresses.

In particular, in accordance with article 6, section 1 of ICOH Constitution⁶, the winner shall confirm in writing the intention to organize the Congress and inform within six months on composition of Organizing Committee. A draft of confirmation letter is reported in annex 2 of the present guidelines.

After acceptance of the bid, organisers of the ICOH international Congress shall appoint the executive Committee.

The Chair of the Executive Committee is elected by the Organizing Committee. The Chair of the Executive Committee is the person in charge with Congress organisation.

The international Congress Executive Committee shall be fully representative of the subjects, physical or juridical persons, who made the bid.

Any motivated variation in the Committee composition shall be communicated and subjected to the acceptance of the ICOH President.

2) The Agreement

In order to establish at once an effective and cooperative relationship, the Organizing Committee shall host a meeting of ICOH Officers during which the legal representatives of ICOH and Organizing Committee will sign a contract within one year from the winner announcement .

The agreement will deal with topics and languages of the Congress, venue and dates, scientific programme and Committees, Congress finances, ICOH promotion during the Congress, facilities for the ICOH events, support to special participating categories, and the interest free loan to assist in the Congress organization, as already done with previous Congress Organizers.

Annex 3 presents a draft of the contract.

3) Interest free loan and fees

As stated in Bye law 12, section 1, ICOH will grant an interest free loan of CHF 40,000 to Congress Organizers⁷. This sum will be available after the signature of an acceptance letter.

- The loan will be returned by the Organizers no later than 30 days after the end of the Congress.
- The Organizers shall have the responsibility to establish in advance a national regulation or other facts and mechanisms enabling the transfer of the interest free loan to ICOH in due time.
- According to article 6, section 4 of the ICOH Constitution⁸, the Congress fees are established by Congress Organizers after consultation with Secretary General.
- The fee proposal will be finalized after the development of the budget plan by the Congress Organizers taking into account the total costs of Congress organization, sponsors' estimates and expected number of participants.
- Participants' estimate shall take into due account the actual participation in the two previous international congresses.

Besides, the fees shall not be raised more than the inflation rate recorded in the three years preceding the Congress and shall be in line with those of other medical congresses hosted in the same period by the host country.

The fees shall cover approximately half the total cost of congress organization while the remaining organization expenses shall be supported by appropriate fundraising and exhibit space sale. The organizers will be in charge of national and international fundraising.

4) Trustees Committee

ICOH President will appoint a Trustees Committee that will guarantee transparency of organizational work and collect all the complaints that might arise. The committee shall of course be kept thoroughly informed on all aspects of the work. The members could be ICOH or non ICOH Members. The appointment will be done within three months from the announcement of the winner. ICOH President will establish the composition, terms of reference and tasks.

5) International Scientific Advisory Committee

ICOH President will appoint the International Scientific Advisory Committee that will consist of selected ICOH Officers and Officers from ICOH Scientific Committees. ICOH President will establish the composition, terms of reference and tasks.

ICOH Vice – President in charge of Scientific Committee co-ordination will chair the Committee according to ICOH President assignments.

6) Advisory Committee

ICOH President will appoint a committee including previous Congress presidents to assist and transfer needed expertise to Organizing Committee along all the Congress preparation stages. The appointment will be done within three months from the announcement of the winner. ICOH President will establish the composition, terms of reference and tasks.

7) Congress promotion

ICOH General Secretariat will assist the Congress Organizing Committee in promotion by providing a mailing list of ICOH Members, previous Congress participants on request and will broadly advertise the Congress on ICOH website.

Deadlines for publication of Congress announcements shall be agreed beforehand with ICOH President and Secretary General.

8) Support for Developing Countries.

ICOH President will appoint a Working Group for allocation of financial support to enable ICOH members coming from Developing Countries to participate in ICOH Congresses. The appointment will be done one year before the Congress date. ICOH President will establish the composition, terms of reference and tasks.

The criteria for allocation of financial support should first be drawn up by the Working Group. Such criteria should take into consideration the following issues:

- support should be granted only to ICOH Members in good standing;
- members to be supported shall actively contribute to Congress (oral or poster presentation);
- support will be granted on application basis;
- support should cover only travelling with cheap options (economy class);
- sustained costs are subject to accounting and need to be appropriately documented (paid against documents).

The Working Group will propose the allocation, which will be formally approved by ICOH President and Secretary General according to the ICOH Bye-Law concerning economic decision-making⁹.

The proposal should be made in due course to allow information on financial support to be given together with the information on acceptance of Abstract.

9) On Congress site

During the Congress, organizers will hold meetings with the Organisers of the next Congress in order to transfer their know-how and experience¹⁰.

Even during the congress Organizers shall provide data on registration trend to ICOH President and Secretary General also in view of having an estimate of additional fees from the congress and reported in the budget of the following triennium. This information will be necessary for the Secretary General in order to finalize the next triennium budget.

10) After the Congress

Within two months from the end of the Congress, Organizers are expected to transfer to ICOH the additional fee to be paid by non ICOH member participants, according to article 6, section 4 of ICOH Constitution and Bye-Law 12, section 2¹¹.

ANNEX 1

Example of bid submission letter

Dear Dr. _____

On behalf of the ICOH _____ bid committee, I have the great pleasure in presenting the details of our bid to host the triennial International Congress in _____, in _____. Our membership have overwhelmingly endorsed this bid.

We believe in using the ICOH network to bring people together to address the health needs of people of working age and the people who will be the worker of the future. In mounting this bid we have already engaged a wide range of important stakeholders and we will build on this in our quest to achieve basic occupational health services for all.

We have chosen _____ as the proposed venue for the congress having considered several excellent venues in _____. We believe that the congress in _____ will give delegates an unprecedented level of conference facilities with a welcoming hospitality that will promote creativity and fun.

This letter is signed by me and four other ICOH members in good standing.

Yours sincerely,

ANNEX 2

Example of Confirmation Letter

Dear Prof. _____,

By this letter, we would like to confirm our acceptance to organize the ICOH Congress for the year ____ in _____. The State Government officers confirmed their full support to hold this Congress. At this point, the sustaining public and private organizations accomplished their logistics drafts for this event.

I take the opportunity to inform you on the composition of the organizing committee as follows: President of the Organizing Committee _____, and _____
_____. We have not yet defined the specific positions within the Organizing Committee except for the President. We shall inform you on this issue at our earliest convenience.

We are very excited and ready to work in order to be worth this honour and look forward to preparing a wonderful congress

Very best regards,

ANNEX 3

Example of a draft of Contract between the National Organising Committee of the ___International Congress on Occupational Health, ICOH ___, and the International Commission of Occupational Health, ICOH

Preamble

This Contract is agreed upon between the National Organising Committee of the ___International Congress on Occupational Health ___ (called hereafter in this Contract as "Organisers") and the International Commission of Occupational Health, ICOH, (called hereafter as "ICOH") and represented by the President, _____ and the Secretary General, _____ .

Art.1. Normative basis

The normative basis of this Contract lies on the Applicable Law of Italy and on the Article 6 of the ICOH Constitution and on the Bye-Laws 4, 7 and 12 of the ICOH. (Some details of Congresses are also stipulated in other articles of the Constitution and in other Bye-Laws). The Congress shall be organised according to the professional, scientific and ethical principles of ICOH.

Art.2. Purpose of the Contract

This contract stipulates the conditions under which and the way in which the Organisers shall organise the ICOH International Congress on Occupational Health in ___in ___as approved by the ICOH General Assembly in _____ in _____ and according to the provisions set by the ICOH Constitution and the Bye-Laws.

Art. 3. Themes and Languages of the Congress

The Board of the ICOH will approve the themes of the Congress proposed by the Organisers before the issue of the first announcement. If appropriate the Organiser will also propose an overall theme for the whole Congress.

The languages of the Congress are English (all events), French (Plenary sessions simultaneously translated).

Introducing any other Congress language, is subject to approval by the ICOH.

The ICOH shall review the work of the Organising Committee on the basis of a report on advances and time schedule commitments provided by the President of the Congress to the President of the ICOH after each six months starting from _____. For the purpose of smooth collaboration between the contracting partners, meetings may be organised when necessary.

Art. 4. The Venue and the Dates of the Congress

The Congress will be organised in city of _____ on _____.

Art. 5. Programme and Committees

The organisation of the scientific programme of the International Congress shall take place in close collaboration with the Officers and the Scientific Committees and shall include "State of the art" presentations, free communications, poster sections, and any other forms of scientific communication such as round tables and workshops.

The ICOH and the Organisers will jointly appoint an International Advisory Committee with a representation from the ICOH Officers, ICOH Board and Scientific Committees and the Organisers.

Art. 6. Finances

The Organisers have a duty to conduct the organisation of the Congress effectively and economically and to generate income to the ICOH. The Financial responsibility for all the costs incurred from the organisation and conduct of the Congress shall be solely on the Organisers. The Organisers are entitled to charge the Congress participants a fee defined after written consultation with the Secretary-General of ICOH. The consultation shall include the definition of fees for

all categories of participants and the impact of possible additional languages on the fees one year before the issue of the second announcement.

The Congress participants who are not members of ICOH shall be charged an additional fee as stipulated by the Bye-Laws of ICOH.

Besides, the fees shall not be raised more than the inflation rate recorded in the three years preceding the Congress and shall be in line with those of other medical congresses hosted in the same period by the host country.

All fees will be subjected to VAT according to _____ (the country legislation). For defining the revenues of the ICOH the economies of the Congress shall be for relevant parts subjected to auditing of the ICOH auditors.

The sum of difference between the ICOH Member Fees and the higher non-Member Fees, VAT deducted will be paid to ICOH by the Organisers no later than 60 days after the end of the Congress. The list of the registered participants will be provided to the Secretary General in 30 days after the Congress.

The Organisers shall have the responsibility to find out in good time in advance the national regulations and other facts and mechanisms enabling the transfer of the money to ICOH in stipulated time. Within two months from the end of the Congress, Organizers are expected to transfer to ICOH the additional fee to be paid by non ICOH member participants, according to article 6, section 4 of ICOH Constitution and Bye-Law 12, section 2

No sponsorship of the Congress shall be accepted from sources, which may counteract the professional, scientific or ethical principles of the ICOH or incur damage to the ICOH image.

Art. 7. ICOH Promotion

Taking into consideration that ICOH Congress is the major ICOH event in the triennium, both ICOH Officers and Organizers will promote ICOH in connection of the Congress events. A stand in the Congress Exhibition of the Congress prior to the Bid Congress?? will be provided by the Organisers to the ICOH Secretariat without charge. The Organisers shall provide all the necessary support to promote ICOH and the ICOH membership campaign during the Congress events.

The Organisers will also contribute to the production of printed material developed by the Secretariat and the ICOH Network on Communication for the promotion of ICOH. Such material will be sent out with the Congress announcements and distributed at the Congress.

Art. 8. Facilities for the ICOH Events

For the time of the Congress the Organisers shall allocate on their cost the rooms at the Congress Venue for the ICOH Officers, Secretariat, Officers' Meetings, Board Meetings, Scientific Committee Meetings, General Assemblies and other business meetings of the ICOH, including technical equipment.

Art. 9. Future Conferences

The Organisers shall reserve exhibition space for the Organizers of the next ICOH Conference free of charge. Exhibition space will also be reserved for all the applicants for competing for the organisation of the ICOH Congress six years out free of charge.

Art. 10. Support to Special Participant Categories

The Organisers will be responsible for travel and accommodation expenses of the ICOH Officers and Secretariat during the Congress.

The Organisers will provide support for participation in the _____ to special categories of participants such as the ICOH members from developing countries and young members. Such participants shall be identified by the ICOH Officers in cooperation with the Scientific Committee on Occupational Health and Development. The Organisers will provide support to participants to _____ from developing countries **in the amount of _____ Euro.**

Art. 11. Loan

At request of the Organisers, the President and the Secretary-General of ICOH are authorised jointly to grant an interest-free loan with a maximum of 40,000 CHF, to assist in the organisation of the Congress. The loan will be returned by the Organizers to ICOH no later than 30 days after the end of the ICOH 2009 Congress.

Art. 12. Disputes

All the potential disputes and other disagreements which cannot be solved in negotiations between the contracting partners will be subjected to the judgment of an arbitrator agreed upon by the partners **and if not successful the issue will be presented to the Milan Civil Court.**

Art. 13.

Two identical copies of this contract have been drawn up, one for each party. Once signed the Contract binds both parties and it cannot be amended or changed without acceptance of both partners.

Should the contract refer to death and/or disability of Organizer President?

For the International Commission on
Occupational Health

For the National Organising Committee
of the _____

ICOH President

Congress President

ICOH Secretary – General

Date.....

Date.....

TIMETABLE APPENDIX 1

<i>Action</i>	<i>Deadline</i>	<i>Responsible parties</i>	
Bid submission	3 months before 1 st ICOH G.A.	Bidding Countries	
Bidding Country site visit	Before the ICOH Congress beginning	Officers/ ICOH representative Member	
Board recommendation	At 1 st ICOH Board Meeting, before the 1 st G.A.	ICOH Board Members	
Ballot	During ICOH Congress	ICOH members in good standing present at ICOH Congress	
Votes count	At ICOH Congress, before 2 nd ICOH G.A.	Board Scrutinizers	
Winner announcement	At the 2 nd ICOH G.A.	ICOH Secretary General	
Confirmation	Within 6 months after the Congress	Organizing Committee	
Agreement	Within one year from the winner announcement	ICOH President/Secretary General and Organizing Committee	
Trustees Committee	3 months after the announcement of the winner	ICOH President	
International Scientific Advisory Committee	Within one year from the winner announcement	ICOH President	
Advisory Committee	3 months after the announcement of the winner	ICOH President	
Working Group to support Developing Countries	1 year before the Congress date	ICOH President	
Consultation on registration fees	1 year before the issue of the 2 nd announcement	Secretary General and Organizing Committee	
To provide list of registered participant	During the Congress	Organizing Committee	
To provide the final list of registered participant	30 days after the Congress	Organizing Committee	
Loan return	30 days after the end of the Congress	Organizing Committee	
Transfer to ICOH of the additional fees	60 days after the end of the Congress	Organizing Committee	

TIMETABLE APPENDIX 2 Timetable for Scientific Program of Triennial ICOH Congress

Action	Attachment	Deadline	Responsible parties	Time to Congress
Decide scientific theme		Bid letter	Organizers and ICOH Agreement	-6 years
Create Organizing Committee		Bid letter	Organizers	-6 years
Create Local Scientific Advisory Cmte	1	Bid letter. Expand later if desired	Organizers	-6 years
Create Intl Scientific Advisory Cmte	2	Before preceding ICOH Congress	ICOH President, VP	-3 years
Create Honorary Advisory Committee (Trustees)	3	Before preceding ICOH Congress	ICOH President	-3 years
Meeting of local & intl scientific advis cmtes and Trustees and SCOHD		At preceding Congress	ICOH President, VP Organizers	-3 years
Hire logistical contractor		Before preceding Congress; bring to Congress	Organizers	-3 years
Mtg Contractor, ICOH, Organizers, Local & Intl Sc Adv Cmtes		At preceding Congress	Organizers, ICOH president	-3 years
1 st Announcement		3 months after preceding Congress	Organizers	-2 ¾ years
Request suggestions from SCs/Local/Intl Cmtes for session topics, keynotes and business meetings. Forms in SC Virtual Office	4, 5	3 months after preceding Congress	Local/Intl Scientific CoChairs	-2 ¾ years
Organize topics received	6, 7 see also Attach. 14a and separate doc with replies	9 months after preceding Congress	Co-Chairs, with some members, contractor support	-2 ¼ years
Develop instructions for pre and post conferences around ICOH Congress and communicate to SCs	8	1 year after preceding Congress	Contractor & Organizers & Sci Cmte Co Chairs (ICOH VP)	-2 years
Recommend keynote themes/ speakers and	9,10	9 months after preceding	Local/ Intl Sci Advis Cmte Co-	-2 ¼ year

Opening Session Speakers to ICOH and Congress presidents		Congress	Chairs	
Develop and test Abstract system	11	1 year after preceding Congress	Local Sci Co-Chair/members and contractor	-2 years
Mtg to review venue, keynotes, topics, fee schedules, grant system for 2 nd Announcement		Within 1 year after preceding Congress	ICOH officers, Organizers, Sci Cmte Co-Chairs	-2 years
Interim Web Announcement: more information, fees		About 1 year after preceding Congress	Organizers/ Contractor	-2 years
2 nd Announcement (request Abstracts fee schedule; announce grants)		Middle of 2 nd year after preceding Congress	Sci Cmte Co-Chairs, Contractor	-1 ½ year
Invite keynote speakers	12 informal email; formal invitation	By middle of 2 nd year after preceding congress	SC Co Chairs with approval of President of Congress and President ICOH	-1 ½ year
Invite Keynote Theme Speakers (Chairs)	13			
Emails seeking session confirmation	14	By middle of 2 nd yr after preceding Congress	VP ICOH, Co-Chairs Sci Adv Cmtes, Contractor	-1 ½ year
Receive confirmation forms committing to organizing sessions from SC/ others	15	By middle of 2 nd yr after preceding Congress	VP ICOH, Co-Chairs Sci Adv Cmtes, Contractor	-1 ½ year
Prepare Spreadsheet	16	“	Contractor	-1 1/2 year
Assign topics for abstract reviews to SCs		1 year before Congress	VP ICOH, Co-Chairs Sci Adv Cmtes, Contractor	-1 year
Confirm speakers at Special Sessions	17	10 months before Congress	VP ICOH, Co-Chairs Sci Adv Cmtes, Contractor	-1 year
Assign venue rooms		1 year before Congress	Organizers / Co-Chairs Sci Cmtes	-1 year
Abstracts received and assigned to reviewers for oral, poster and grant recommendations within one month	18	10 months before Congress	Contractor using system developed by Sc Cmtes	-10 months

Announcements of acceptances	19	7 months before Congress	Contractor using Abstract system	-7 months
Grant applications reviewed and decided	20	7 months before Congress	Grant Cmte appointed by WHOM?	-7 months
Preparation of program speakers/venues		6 months before Congress	Local Sci cmte and Contractor	-6 months
3 rd Announcement showing speakers, keynotes, pre and post conferences		5 months before Congress	Contractor	-5 months
Arrangements for pre and post conferences confirmed with venues etc		5 months before Congress	Contractor	-5 months

CONSTITUTION – Article 6 – International Congresses

Section 1

Regular meetings of the ICOH shall be held every three years and shall be called "International Congress on Occupational Health". They shall be held at a time and place to be determined by the vote of the General Assembly upon written invitation of members in good standing belonging to the same country. The Board shall recommend to the General Assembly one of the proposed venues as its preference. The decision of the venue shall take place six years in advance. The choice shall be confirmed in writing by the host country, at latest one month before the General Assembly convened three years before the date of the planned Congress.

Section 2

The International Congress shall be organised by the members of that country whose invitation has been accepted by the General Assembly. An Organising Committee must be set up within six months after the decision. Notice must be given in all announcements that the International Congress is sponsored by ICOH.

Section 3

The Board shall approve the themes and any additional language of the International Congress and the Officers shall review the work of the Organising Committee and make recommendations concerning the date and other activities of the Congress.

Section 4

Finances for the organisation and conduct of the International Congress shall be the sole responsibility of the organising Committee of the Congress, which is entitled to ask the participants to pay a fee established after consultation with the Secretary-General. The consultation shall include the amount and the concession to special categories of participants and the effects of possible additional languages on the fee. Attendees who are not members of ICOH shall pay an additional fee which is subsequently payable to ICOH by the Organising Committee.

Section 5

In addition, other international or regional, general or specific conferences can be held under the auspices of the ICOH after approval by the President. Notice must be given in the first announcement of the conference, as to whether it is sponsored by the ICOH alone, or in cooperation with others.

BYE-LAW 7 – Procedure for the determination of the venue of future International Congresses

Section 1

Applications for hosting an International Congress should reach the ICOH office at least three months before the first General Assembly of the next International Congress and be signed by at least five members of ICOH in good standing of that country.

Section 2

A ballot to determine congress venue shall be held six years in advance at the time of each Congress. Voting will take place at the Congress after hearing the presentations by proposed host countries and taking into consideration the recommendation of the Board (Article 6, section 1 of the Constitution). In making its recommendation, the Board shall take into consideration the need for rotation of venues among the different geographical regions, such as Europe/Africa; Asia/Pacific; North and South America. Each member can vote for one venue; the country which receives most votes will win. The procedure on voting at the Congress shall be secret ballot.

Section 3

Any national group offering to host the International Congress shall accept in writing the conditions laid down under Bye-law 12 and other requirements of the ICOH as specified by the Secretary-General.

BYE-LAW 12 – International Congresses

Section 1

At request of the Organising Committee, the President and the Secretary-General are authorised jointly to grant an interest-free loan, to assist in the organisation of the Congress.

Section 2

The additional registration fees of non-members attending an International Congress (Article 6, section 5 of the Constitution) shall be paid by the Organising Committee to the account of the ICOH within two months of the end of the Congress.

Section 3

Prior agreement between the Organising Committee of the International Congress and the Secretary-General must be reached on how any funds deriving from the Congress should be allocated. Such agreement should be reached at least two years prior to an International Congress. Any monies due to the ICOH as a result of this agreement shall be remitted as soon as available after the Congress.

Section 4

The organisation of the scientific programme of the International Congress shall take place in close collaboration with the Officers and the Scientific Committees and shall include "State of the art" presentations, free communications, poster sections, and any other forms of scientific communication.

² See note 1.

³ See note 1.

⁴ See note 1.

⁵ See note 1.

⁶ See note 1.

⁷ See note 1.

⁸ See note 1.

⁹ See ICOH Bye-Laws 5, section 3, Tasks of the Officers.

¹⁰ Organizers will provide assistance on budget figures, fund raising action plan, scientific programme development, technical equipments, etc.

¹¹ See note 1.