



Guidelines for ICOH Congress Organization

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

**Last update by the ICOH Board
November 26, 2019**

Foreword

These guidelines are aimed at clarifying and implementing what is already stated in Article 6 of the ICOH Constitution and in Bye-Laws 7 and 13.

DECISION-MAKING PROCESS FOR FUTURE INTERNATIONAL CONGRESS VENUES

1) Bid Submission and Procedure of Admission to the Voting

The procedure for bid submission to compete for the venue of future ICOH Congresses is indicated in Bye-Law 7, Sections 1 and 2.

Annex 1 is the mandatory format of a bid submission letter for the ICOH Congress organisation.

The documentation in support of the bid shall contain the following documents in accordance with the requirements set out in ICOH Bye-Law 7, Section 2.

- For the entity that commits to take financial responsibility for the Congress: legal status, relevant regulation of the entity (e.g. Constitution, Bye-Laws, etc.), governing bodies, number of members (if applicable), number of staff, membership fees, balance sheets, institutional assets.
- For the professional conference company: list of most relevant international conferences and congresses organised to date.
- For the congress venue: report on size, services, security, and accessibility.

The Promoting Committee, for the sake of completion, 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, and local tourism boards.

Original documentation and an electronic version must be received by the ICOH General Secretariat six months before the First General Assembly. The ICOH Secretariat will notify receipt by e-mail to each Promoting Committee.

The ICOH Officers will verify in person the requirements and the solidity of the Promoting Committee with a site visit. Travel and lodging expenses of the site visits will be at the Promoting Committee's cost. The results of the site visit and all documents relevant to the Bid submission will be evaluated by the ICOH Officers based on the check list (**Annex 2**) and reported to the Board for their decision according to ICOH Bye-Law 7, Section 2.

The decision will be communicated to the Promoting Committees no later than two months before the First General Assembly.

Only the accepted Committees will be entitled to advertise their venues and present their bid at the Board Meeting. Each accepted Committee will be allowed to advertise its own venue on the ICOH website with up to three pictures and a text not exceeding 500 words.

The ICOH General Secretariat will post the announcement on the website in a section dedicated to Bidding Committees.

Each Bid Committee is entitled to make a presentation at the Board Meeting and at the ICOH General Assembly. The ICOH General Secretariat will invite each Committee and provide information on venue, date and time allocated for the presentation at the Board Meeting and ICOH 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 the presentation by other Committees.

Promoting materials can be distributed to Board members only at the beginning of the 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 the presentation format with the technical equipment available at the Board

Meeting and ICOH General Assembly venues.

Each Promoting Committee will be allowed to set up a stand in the exhibit area of the Congress. The 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 the Secretary General and authorised by the ICOH President to ensure the proper accomplishment of Congress scientific works.

No financial support by ICOH is granted to Promoting Committees.

2) Board Recommendation

The Board recommendation, set out in Article 6, Section 1 of the ICOH Constitution and in Bye-Law 7, Section 3, 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 organising Scientific Conferences with the involvement of a professional conference organising company with extensive experience in the organisation of international conferences
- security and safety of the venue

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

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

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

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

According to Article 6, Section 1 of the ICOH Constitution, the results will be announced at the First General Assembly.

3) Voting by ICOH Members

The voting procedure is set out in Bye –Law 7, Section 3.

All ICOH members in good standing for the past three years and present at the Congress have the right to vote. The General Secretariat will provide ballot papers, listing the competing venues in alphabetical order. The ICOH Secretary General shall inform the ICOH General Assembly participants of the time, date and venue for the voting procedure during the Congress. At the voting station, each ICOH member will be checked against the list of members entitled to vote, prepared by the General Secretariat. The President shall appoint the board of scrutinisers and report their names at the ICOH General Assembly. One observer appointed by the Chair of each of the Bidding Committees may serve as observer during the counting of the ballots.

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

CONGRESS ORGANISATION

1) Confirmation

Article 6 of the ICOH Constitution and Bye-Law 13 regulate the organisation of ICOH International Congresses. In particular, in accordance with Article 6, Section 1 of the ICOH Constitution, the winner shall confirm in writing the intention to organise the Congress and inform on the composition of the Organising Committee within six months. The organisers must use the mandatory format of confirmation letter (**Annex 3**). After acceptance of the bid, the Organisers of the ICOH International Congress shall appoint an Organising Committee.

The Chair of the Organising Committee is the person in charge of the Congress Organisation.

The Organising 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 Organising Committee shall arrange a meeting/videoconference with ICOH Officers during which the ICOH Officers and the Organising Committee will discuss those matters that will be relevant for the signing of the agreement, which will take place at the Midterm Meeting.

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 for attendance from developing countries, and the interest-free loan to assist in the Congress organisation, as already done with previous Congress Organisers. The agreement will also contain the requirements as outlined in Bye-Law 7, Section 2, as these are binding criteria.

In the event of there being insufficient evidence or changes impacting on the aforementioned requirements, the parties will find alternative solutions. If these are not be satisfactory, specific provision will be required in the contract, such as a Bank guarantee of funds in favour of ICOH, granting the payment of ICOH extra fees, for an amount equal to the average of the ICOH Congress revenues of the past three congresses. Such a Bank guarantee must not expire before three months from the ICOH Congress starting date.

Annex 4 presents a scheme of the standard contract. It is understood that such a scheme can be amended by the ICOH Officers.

3) Interest-free Loan and Fees

As stated in Bye-Law 13, Section 1, the ICOH will grant an interest-free loan of CHF 40,000 to Congress Organisers. This sum will be available after the signing of an acceptance letter. In the event of there being insufficient evidence, or changes impacting on the requirements stated in the ICOH Guidelines on Congress Organisation and ICOH Bye-Law 7, the loan cannot be granted. The loan will be returned by the Organisers no later than 30 days after the end of the Congress. The Organisers 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 Constitution, the Congress fees are established by Congress Organisers after consultation with the ICOH Secretary General.

The fee proposal will be finalised after the development of the budget plan by the Congress Organisers, taking into account the total costs of the Congress organisation, sponsors' estimates and expected number of participants.

Estimates of participant numbers shall take into due account the actual participation in the three previous international congresses.

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 the Congress organization, while the remaining organisational expenses shall be supported by appropriate fundraising and sale of exhibit space at the Congress. The organisers will be in charge of national and international fundraising.

4) Trustees Committee

The ICOH President will appoint the Trustees Committee that will guarantee transparency of organisational work and collect any complaints that might arise. The Committee shall of course be kept thoroughly informed on all aspects of the work. The Committee members may be ICOH or non-ICOH members. The appointment will be made three years before the Congress. The ICOH President will establish the composition, terms of reference and tasks.

5) International Scientific Advisory Committee

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

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

6) Advisory Committee

The ICOH President will appoint the Advisory Committee, including previous Congress presidents, to assist and transfer needed expertise to the Organising Committee during all the Congress preparation stages. The appointment will be made three years before the Congress. The ICOH President will establish the composition, terms of reference and tasks.

7) Congress Promotion

The ICOH General Secretariat will assist the Congress Organising Committee with promotion by providing a mailing list of ICOH members and previous Congress participants, on request, and will broadly advertise the Congress on the ICOH website.

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

8) Support for Developing Countries

The ICOH President will appoint a Working Group for allocation of financial support to enable ICOH members from developing countries to participate in ICOH Congresses. The appointment will be made one year before the Congress date. The 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 the Congress (oral or visual-aid presentation);
- support will be granted on application basis;
- support should cover only travelling expenses with cheap options (economy class);
- sustained costs are subject to accounting and need to be appropriately documented (paid against supporting documents).

The Working Group will propose the allocation, which will be formally approved by the ICOH President and Secretary General according to ICOH Bye-Law 5, Section 3.

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

As support for participation by developing countries, the organisers shall allocate an amount equal to the average support granted for the past three congresses; this amount will be reflected in the agreement.

9) At the Congress Site

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

Even during the Congress, organisers shall provide data on registration trends to the ICOH President and Secretary General, also in view of having an estimate of additional fees from the Congress; this information will be reported in the budget of the following triennium. This information will be necessary in order for the Secretary General to finalise the next triennium's budget.

10) After the Congress

Within two months after the end of the Congress, Organisers are expected to transfer to ICOH the additional fee to be paid by non-ICOH member participants, according to Article 6, Section 4 of the ICOH Constitution and Bye-Law 13, Section 2.

ANNEX 1

Mandatory format for 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 members 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 workers 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.

In attachment, we provide the requested documents according to the ICOH Guidelines on Congress Organisation for the requirements set out in ICOH Bye-Law 7.

We are aware of the requirements established by ICOH for the acceptance of the bid. In this view, we commit ourselves to organise a site visit at our expense for one or more ICOH Officers, in order to demonstrate our capacity of hosting an international ICOH Congress and to provide any additional information to the ICOH Officers, if required.

We will respect the procedure and conditions defined by the ICOH Rules and Guidelines and will accept the unquestionable decision of the ICOH Board about the admission to the voting procedure.

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

Yours sincerely,

ANNEX 2
Bid site visit check list

Country:

Date and Venue:

Visiting Officer:

Promoting Committee

	Name	Affiliation	ICOH member in GS (Yes/No)
Chair of the Promoting Committee:			<input type="checkbox"/> yes <input type="checkbox"/> no
Members of the Promoting Committee:	1. _____ 2. _____ 3. _____ 4. _____		<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> yes <input type="checkbox"/> no

a) Entity that commits to take Financial Responsibility for the Congress

Name of the entity:		Attachments
	<hr/> <input type="checkbox"/> Public Institution <input type="checkbox"/> National professional / scientific association	
Mission:		
Year of foundation:		
Number of members/staff:		
Website and social networks:		
Is the legal representative or	<input type="checkbox"/> yes (Name: _____) <input type="checkbox"/> no	

senior member/staff part of the Promoting Committee?		
Relevant documents submitted:	<p>Constitution <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable</p> <p>Bye-Laws <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable</p> <p>Relevant regulation <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable</p> <p>Governing bodies <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable</p> <p>Number of members/staff <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable</p> <p>Membership fees <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable</p> <p>Balance sheets <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable</p> <p>Institutional assets <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> not applicable</p> <p>Are these documents publicly available on the website?</p>	<p>n. ...</p> <p>n. ...</p> <p>n. ...</p> <p>n. ...</p> <p>n. ...</p> <p>n. ...</p> <p>n. ...</p> <p>n. ...</p> <p>n. ...</p> <p>n. ...</p> <p>n. ...</p>

	<input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> partially (please specify) <hr/>	
Main sources of funding:		
Letter of commitment of the Institution signed by legal representative to take financial responsibility in case of election to organise the Congress in accordance with ICOH Constitution, Bye-Laws, Guidelines:	<input type="checkbox"/> yes <input type="checkbox"/> no	n.
Documented commitment to provide financial support for developing country participants for the Congress (specify amount):	<input type="checkbox"/> yes (please attach letters of support/endorsement) <input type="checkbox"/> no	n. ...
Examples of key activities/achievements nationally and internationally:	<input type="checkbox"/> yes (please attach list) <input type="checkbox"/> no	n. ...
Experience in international congresses organised by the entity in the last 5 years:	<input type="checkbox"/> yes (please attach list) <input type="checkbox"/> no	n. ...
Number of OSH events organised by the entity in the last 5 years:		

a-1) Other Support

Financial support from national/local governmental institutions:	(please attach letters)	n. ...
Financial support from private institutions (please specify):	<input type="checkbox"/> yes (please attach letters) <input type="checkbox"/> no	n. ...
Support from national/local governmental institutions:	<input type="checkbox"/> yes (please attach letters) <input type="checkbox"/> no	n. ...
Other support or endorsements:	<input type="checkbox"/> yes (please attach letters) <input type="checkbox"/> no	n. ...
Other considerations (max 500 words):		

b) Professional Conference Company

Name and website/social networks of the Conference partner involved:		
Contact person name, role and contacts:		
Total number of international conferences within the last 5 years:		
Total number of OSH events within the last 5 years:		
List of most relevant international conferences and congresses organised:	<input type="checkbox"/> yes <input type="checkbox"/> no	n.

Other considerations (max 500 words)	
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c) Congress Venue

Congress venue identified:	
Year of construction:	
1 Auditorium, minimum 1000 seats available for Opening Ceremony, Policy Forum	<input type="checkbox"/> yes <input type="checkbox"/> no
1 Room, minimum 400/500 seats available for First and Second General Assembly, Closing Ceremony and Plenaries	<input type="checkbox"/> yes <input type="checkbox"/> no
4 Rooms, 300 seats each, for Semi-Plenary sessions	<input type="checkbox"/> yes <input type="checkbox"/> no
22 Rooms, 30/40 seats each, for Special/Oral Sessions and Business Meetings	<input type="checkbox"/> yes <input type="checkbox"/> no
Space available for exhibition inside the Congress venue:	<input type="checkbox"/> yes <input type="checkbox"/> no
IT/Audio-video services in-house:	<input type="checkbox"/> yes <input type="checkbox"/> no
Wi-fi internet connection coverage:	<input type="checkbox"/> yes <input type="checkbox"/> no
Other considerations (max 500 words):	

d) Lodging Facilities, Security and Accessibility

Lodging facilities within 3 km of Congress venue:	
Total number of 5-star rooms:	
Total number of 4-star rooms:	
Total number of 3-star rooms:	
Total number of 2-star rooms:	
Other types of rooms available (please specify):	
Other considerations (max 500 words):	
Public transport connection to the Congress venue:	
Disabled access available:	<input type="checkbox"/> yes <input type="checkbox"/> no
Security around Congress area:	

e) Professional Strength, including local Scientific Community occupational health situation in the country:

Total number of ICOH members in the country:	
Total number of postgraduate university programmes in occupational health in the country:	
OSH National Scientific Societies (please specify):	
Total number of ICOH Scientific Committee (SC) events organised in the last 5 years:	
Total number of delegates registered at the most well attended ICOH SC event:	
Total number of OSH events organised in the last 5 years:	
Total number of delegates registered at the most well attended OSH event:	
Other events organised:	
Other considerations (max 500 words):	

Main Activities during the Site Visit (max 1000 words):

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Final Considerations, Conclusions and Assessment

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ANNEX 3

Mandatory format for Confirmation Letter

Dear Prof. _____,

By this letter, we would like to confirm our acceptance to organise the ICOH Congress for the year in ____. The State Government officers have confirmed their full support to hold this Congress. At this point, the sustaining public and private organisations have attained their preliminary draft logistics drafts for this event.

I take the opportunity to inform you on the composition of the Organising Committee as follows:
President of the Organising Committee _____, and

_____. We have not yet defined the specific positions within the Organising Committee, except for the President. We shall inform you on this issue at our earliest convenience.

Furthermore, we confirm that we will follow the requirements as outlined in ICOH Bye-Law 7, Section 2, as these are binding criteria. Should there be a change which impacts on these requirements, we will inform the ICOH Secretary General promptly, so that solutions can be identified and implemented.

We are very excited and ready to work in order to be worthy of this honour of organising the ICOH Congress, and look forward to preparing a wonderful Congress.

Very best regards,

ANNEX 4

Scheme of the standard contract between the National Organising Committee of the ____ International Congress on Occupational Health, ICOH ____, and the International Commission on 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 on 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 Article 6 of the ICOH Constitution and on the Bye-Laws 4, 7 and 13 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 Organisers will also propose an overall theme for the whole Congress.

The languages of the Congress are English (all events), French (Plenary Sessions are 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 Venue and the Dates of the Congress

The Congress will be organised in the 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 ICOH Officers and the ICOH Scientific Committees and shall include “State of the Art” presentations, free communications, poster sessions, and 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 for the ICOH. The financial responsibility for all the costs incurred from the organisation and conduct of the Congress shall fall solely on the Organisers.

Without prejudice on the bidding process and the confirmation letter, in accordance with ICOH Bye-Law 7, at the execution and for the duration of this contract, the Organisers:

- must give proof of adequate financial capacity for all the costs incurred from the organisation and conduct of the Congress or, alternatively, must provide evidence that financial responsibility has also been taken on by well-known public institutions or national professional/scientific associations, which are economically credible and stable;
- must give proof that a conference company with proven experience in organising large international congresses on a scale similar to that of ICOH Congresses has already been chosen and it has accepted the role, and the conference company itself must provide evidence of proven experience in organising large international congresses on the scale similar to that of ICOH Congresses.
- must give proof that the chosen Congress venue meets the requirements set by ICOH in terms of size, accessibility, security, and services, in line with the format of ICOH Congresses.

Should there be a change which impacts on these requirements, the organisers will inform the ICOH Secretary General promptly, so that solutions can be identified and implemented. 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.

Moreover, 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 the difference between the ICOH member fees and the higher ICOH 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 ICOH Secretary General during the Congress.

The Organisers shall have the responsibility to find out in good time (well in advance) the national regulations and other facts and mechanisms enabling the transfer of the funds to ICOH in a stipulated time. Within two months from the end of the Congress, Organisers are expected to transfer to ICOH the additional fee to be paid by ICOH non-member participants, according to Article 6, Section 4 of ICOH Constitution and Bye-Law 13, Section 2.

The Organisers commit themselves to taking out insurance to cover the costs of the potential cancellation of the event due to ‘force majeure’ beyond their or ICOH’s responsibility.

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 and reputation.

Art. 7 ICOH Promotion

Taking into consideration that the ICOH Congress is the major ICOH event in the triennium, both the ICOH Officers and Organisers will promote ICOH as related to the Congress events. A stand in the Congress Exhibition area will be provided by the Organisers to the ICOH Secretariat, free of 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 materials 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 duration of the Congress, the Organisers shall allocate to their costs 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 Congresses

The Organisers shall reserve exhibition space for the Organisers of the next ICOH Congress, free of charge. Exhibition space will also be reserved for all the applicants who will be 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 covering the travel and accommodation expenses of the ICOH Officers and Secretariat during the Congress. The Organisers will also be responsible for covering the travel and accommodation expenses of the Keynote and Plenary Session Speakers.

The Organisers will provide support for participation to special categories of participants such as the

ICOH members from developing countries and young ICOH 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 from developing countries to an amount equal to the average of the amounts allocated for such purposes in the past three Congresses.

For the International Congress on Occupational Health, Organisers shall allocate for such purposes **the amount of**
_____ **Euro.**

Art. 11 Loan

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

Art. 12 Disputes

Any 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 Miscellaneous

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.

For the International Commission on
Occupational Health

For the National Organising Committee
of the ICOH _____ Congress

ICOH President

ICOH _____ Congress President

ICOH Secretary General

Date.....

Date.....

TIMETABLE - APPENDIX 1

Action	Deadline	Responsible Parties
Bid submission	6 months before First ICOH General Assembly	Bidding Countries
Bidding Country site visit	No later than three months after the bid submission deadline	Officers/ICOH representative Member
Decision on accepted Bidding Committees	By no later than two months before the First ICOH General Assembly	ICOH Board
Notification of accepted Bidding Committees	No later than two months before the First ICOH General Assembly	ICOH Secretariat, after decision made by ICOH Board members
Board recommendation	At First ICOH Board Meeting, before the First ICOH General Assembly	ICOH Board members
Ballot	During the ICOH Congress	ICOH members in good standing, present at the ICOH Congress
Counting of Votes	At the ICOH Congress, before Second ICOH General Assembly.	Board Scrutinisers
Announcement of Bid Winner	At the Second ICOH General Assembly	ICOH Secretary General
Confirmation by the Bid Winner	Within six months after the Congress	Organising Committee
Agreement	At the ICOH Midterm Meeting	ICOH President/Secretary General and Organising Committee
Appointment of Trustees Committee	Three years before the Congress	ICOH President
Appointment of International Scientific Advisory Committee	Three years before the Congress	ICOH President
Appointment of Advisory Committee	Three years before the Congress	ICOH President
Formal Invitation of WHO/ILO officials and Sister Organisations	One year before the Congress date	Organising Committee
Appointment of Working Group to support Developing Countries	One year before the Congress date	ICOH President
Consultation on registration fees	One year before the issue of the Second Congress Announcement	ICOH Secretary General and Organising Committee
Provision of the list of registered Congress participants to the ICOH Secretary General	During the Congress	Organising Committee

Loan return	No later than 30 days after the end of the Congress	Organising Committee
Transfer of additional Congress fees to ICOH	No later than 60 days after the end of the Congress	Organising Committee

TIMETABLE - APPENDIX 2 - Timetable for Scientific Programme of the Triennial ICOH Congress

Action	Deadline	Responsible Parties	Time to Congress
Decision on the scientific theme	Bid documents	Organisers and ICOH Agreement	-6 years
Establishment of Promoting Committee	Bid letter	Organisers	-6 years
Establishment of Local Scientific Advisory Committee	Bid letter. Expand later, if desired	Organizers	-6 years
Establishment of International Scientific Advisory Committee	Three years before the Congress	ICOH President, VP	-3 years
Establishment of Honorary Advisory Committee (Trustees)	Three years before the Congress	ICOH President	-3 years
Hire logistical contractor (Conference company and Congress venue)	Before preceding Congress; bring contractor to the Congress	Organisers	-3 years
Meeting between Local Organisers, Conference Company and ICOH Board	At preceding Congress, ICOH Board Meeting	Organisers, ICOH Secretary General	-3 years
First Congress Announcement	Six months after preceding Congress	Organisers	-2.5 years
Request suggestions from SCs / Local / International Committees for session topics, keynotes and business meetings. Forms in SC Virtual Office (or can be requested to be submitted online, via a dedicated link)	Six months after preceding Congress	Local / International Scientific Co-Chairs	-2.5 years

Meeting between local Organisers and ICOH Officers	Six months after preceding Congress	Local Organisers and ICOH Officers	-2.5 years
Organisation of WHO CC meetings pre- and post-conferences around ICOH Congress and communication to SCs	One year after preceding Congress	Contractor, Organisers and Scientific Committee Co-Chairs (ICOH VP)	-2 years
Organisation of topic proposals received	One year after preceding Congress	Co-Chairs, with some members, contractor support	-2 years
Recommend keynote themes / speakers and Opening Session Speakers to ICOH and Congress Presidents	One year after preceding Congress	Local / International Scientific Advisory Committee Co-Chairs	-2 year
Develop and test abstract submission and review system	1.5 years after preceding Congress	Local Scientific Co-Chair / members and contractor	-1.5 years
Meeting to review venue, keynotes, topics, fee schedules, grant system for Second Congress Announcement	1.5 years after preceding Congress	ICOH Officers, Organisers, Scientific Committee Co-Chairs	-1.5 years
Second Congress Announcement (request abstract submission; communicate the fee schedule; announce the grants)	One year and two months before Congress	Local and International Scientific Advisory Committees Co-Chairs, Contractor	-1 year 2 months
Invite Keynote Speakers	One year and two months before the Congress	Local and International Scientific Advisory Committees Co-Chairs with approval of Presidents of Congress and ICOH	-1 year 2 months
Receive confirmation forms committing to organising sessions from Scientific Committees and other	1.5 years before the Congress	ICOH VP, Co-Chairs of Scientific Advisory Committees, Contractor	-1.5 years

entities			
Prepare Spreadsheet of all sessions of the Scientific Programme		Contractor	-1.5 years
Assign topics for abstract reviews to Scientific Committees	One year before the Congress	ICOH VP, Co-Chairs of Scientific Advisory Committees, Contractor	-1 year
Confirm speakers at Special Sessions	Ten months before the Congress	ICOH VP, Co-Chairs of Scientific Advisory Committees, Contractor	-10 months
Policy Forum	Structure: seven months before the Congress; Invitation: four to five months before the Congress	ICOH Officers, Congress President	-7 months, -4-5 months
Assign venue rooms	One year before the Congress	Organisers / Co-Chairs of Scientific Committees	-1 year
Abstracts received and assigned to reviewers for oral or poster presentations; and grant recommendations within one month	Ten months before the Congress	Contractor using abstract system developed by Local Scientific Committee / Organisers	-10 months
Announcements of acceptances	Seven months before the Congress	Contractor using abstract system	-7 months
Grant applications reviewed and decisions on allocations	Seven months before the Congress	Grant Committee	-7 months
Preparation of programme (speakers / venues)	Six months before the Congress	Local Scientific Committee and Contractor	-6 months
Third Congress Announcement listing speakers (keynote, plenary, semi-plenary) and pre- and post-conferences	Five months before the Congress	Contractor	-5 months

Arrangements for pre- and post-conferences confirmed with venues, etc.	Five months before the 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 6 months after the election.

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 six months before the First General Assembly of the next International Congress and be signed by at least five ICOH members in good standing of that country.

Section 2

Bidders shall be admitted to the voting procedure upon fulfilling the following requirements:

- (a) The entity that commits to take financial responsibility for the Congress is a public institution or a national scientific/professional association with solid economic capacity and proven experience in the organisation of large international congresses;
- (b) Identification of a professional conference company with documented experience in the organisation of large international congresses;
- (c) Identification of a congress venue that is adequate in terms of size, services, security, accessibility, in line with the format of ICOH Congresses.

Bidders who do not meet the abovementioned requirements will not be admitted to the voting procedure. In order to assess the above requirements, the bidders will provide any relevant documentation as detailed in the ICOH

Guidelines on Congress Organisation, including any additional information requested by the Secretary General. The ICOH Officers will check that each proposal complies with the requirements set out above, and will conduct a site visit to verify the solidity of the Promoting Committee. The results of the site visit and all documents relevant to the Bid submission will be evaluated by the ICOH Officers based on the check list included in the ICOH Guidelines on Congress Organisation and reported to the Board. The Board will decide through electronic voting on the admission of each candidacy to the voting procedure for the determination of the venue of the ICOH Congress. The decision will be taken by simple majority. In the event of parity of votes, the President will have the casting vote. The bidders will be notified on their admission to the voting procedure as a result of the Board's decision, by no later than two months before the First General Assembly.

Section 3

A ballot to determine the Congress venue shall be held six years in advance of the planned event. 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 also the need for rotation of venues among the different geographical regions, such as Europe, Africa, Asia, Oceania, North and South America. Each member can vote for one venue; the country which receives the most votes will be selected. The procedure on voting at the Congress shall be secret ballot.

Section 4

Any national group offering to host the International Congress shall accept in writing the conditions laid down under Bye-Law 13, the ICOH Guidelines on Congress Organisation and other requirements of the ICOH as specified by the Secretary General.

BYE-LAW 13 – 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 4 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.

Section 5

A special guideline for organising Congresses and other ICOH meetings and conferences will be drawn up and when necessary, updated and approved by the Board.