

# ICOH2009 CONGRESS

Mid-term Status Report  
Hamburg  
15 March 2008

29<sup>th</sup> ICOH, International Congress on Occupational Health  
Cape Town – South Africa



29<sup>ème</sup> CIST, Congrès International de la Santé au Travail  
Le Cap – Afrique du Sud

# 1. Overview

**Date:** 22 March to 27 March 2009

**Venue:** Cape Town International  
Convention Centre (CTICC),  
South Africa

**Size:** 2000+ delegates with  
accompanying persons

## 2. Reference

[www.icoh2009.co.za](http://www.icoh2009.co.za)

# 3. Current status

- ❖ **Business plan**
- ❖ **~ 70 delegate registrations**

# **4. Administration**

## **4a. CONGRESS OFFICE**

**Location:** Centurion, Gauteng, RSA

**Administrative address**

**SASOM**

**South African Society  
of Occupational Medicine**

# Personnel

## Full time Administrators

- ❖ Prof D J Kocks
- ❖ Dr S Snyman

## Part-time Administrator

Dr D Ungerer

## 4b. STAKEHOLDERS

### SASOM

#### Framework for hosting of ICOH2009

- ❖ Managerial
- ❖ Financial
- ❖ Administrative functions

**University of Limpopo**

**Logistical support**

**Other Participants**

**Chose and select according to abilities**



## 4c. OUTSOURCING

The **organising committee** oversees the functions of various competent entities that were contracted.

These entities are:



# 4c1. The Cape Town International Convention Centre (CTICC)

- ❖ Venue specific issues
- ❖ In-house event managers
- ❖ Liaise directly with the South Africa  
ICOH2009 Organising Committee



## 4c2. Indo Jet Travel

- ❖ **Accommodation**
- ❖ **Local Transportation**



- ❖ **Individuals**
- ❖ **Groups**



## 4c3. Dragonfly Travel

- ❖ Arrange pre- and post-congress tours
- ❖ Day tour packages



- ❖ Accompanying delegates



## 4c4. Givengain

- ❖ **Host website and database**
- ❖ **Abstract management**



## **4c4. Integrow Health**

**South African data and event  
management consultancy**



- ❖ Develop a business plan**
- ❖ Monitor its implementation**

## **4d. LEGAL AND FINANCIAL**

### **SASOM**

**Legally and financially accountable for  
the ICOH2009 Congress Organisation**

# 4e. MARKETING OF CONGRESS

## 4e1. Print media

- ❖ **Advertisements: trade magazines and journals**
- ❖ **Announcements: 2<sup>nd</sup> - General, and 3<sup>rd</sup> - Call for Abstracts on website**

## 4e2. Virtual media

English and French website

- ❖ **links with websites of trade organisations**
- ❖ **Email “blasts”**
- ❖ **Mobile text blasts**

## 4f. DATABASE MANAGEMENT



- ❖ Electronic
- ❖ Distant usable
- ❖ Versatile
- ❖ Cost-effective
- ❖ Secure database

### Recommendation:

**Database be used and maintained by ICOH as international organisation for future congresses.**





## **UK based**

- ❖ **Development offices in South Africa**
- ❖ **International payment gateway linked with:**
  - **Switzerland**
  - **Holland**
  - **Sweden**
  - **UK**
  - **USA**
  - **RSA**
- ❖ **Complies with South African financial statutory requirements.**
- ❖ **Other customers of Givengain:**  
**World Wildlife Fund (WWF), Peace Parks Foundation, UNICEF, The World Dental Association and International Christian Medical and Dental Association**

## **4g. FINANCES**

### **4g1. Reporting**

- ❖ **SASOM financial system**
- ❖ **South African ICOH2009 Organising Committee**



**Adhered to reporting requirements defined by the ICOH Constitution**

## **4g2. Sponsorships**

- ❖ **Deposit on congress venue**
- ❖ **Running costs to date**
- ❖ **The South African Society of Occupational Medicine**
- ❖ **The National Institute for Occupational Health**
- ❖ **The University of Limpopo**

## **4g3. Seed funding**

**Seed funding received in the form of interest free loans, were provided by 5 organisations and form part of the expense commitment of the budget**

## 4g4. Grants

- ❖ **1 grant pledge for 1 plenary speaker**
- ❖ **SASOM: R60,000 for 15 students @ 1/2 price**
- ❖ **Aim of Email campaign: Capacity building and to secure EUR250,000.- in grant funding by the end of December 2008 via online contributions (EUR30.- pppm from 100 delegates)**

## 4h. INDEMNITY

- ❖ **Insurance quotations have been obtained**
- ❖ **6 months prior to Congress date insurance will be purchased**

# 5. SCIENTIFIC PROGRAMME

## 5a. CONGRESS SCHEDULE

[www.icoh2009.co.za](http://www.icoh2009.co.za)

## 5b. SCIENTIFIC COMMITTEE

Members on [www.icoh2009.co.za](http://www.icoh2009.co.za)

## **5c. ABSTRACT MANAGEMENT**

- ❖ Submission only by registered congress participants**
- ❖ Abstract Management System online from 03 March 2008**
- ❖ Abstracts only submitted online in English**
- ❖ Received abstracts directed according to content**
- ❖ Not translated into French**

## 5d. PRESENTATION OF PAPERS

- ❖ **Poster exhibitions**
- ❖ **Oral presentations (free papers)**
- ❖ **Plenary speakers**
- ❖ **Sub-plenary speakers (invited speakers)**



English or French



## **5e. PARALLEL SESSIONS**

- ❖ 16 breakaway rooms**
- ❖ 130 oral presentations per day will enable approximately 500 in total for the week**
- ❖ 7 venues for committee meetings**

## 5f. CONGRESS PUBLICATIONS

- ❖ **Abstract book**
- ❖ **Congress schedule**
- ❖ **Full text online in PDF format available end June 2009**
- ❖ **The Journal: *Occupational Health Southern Africa* will publish full-length articles**

# 6. HOSPITALITY

## 6a. VENUE

### The Cape Town International Convention Centre (CTICC)



- ❖ **21st March to 28<sup>th</sup> March 2009**
- ❖ **Deposit paid**
- ❖ **Free wireless connectivity, Internet café, workstations and broadband link.**
- ❖ **Speed points for credit card transactions**

## **6b. ACCOMMODATION**

- ❖ **Delegates arrange own accommodation and travel**
- ❖ **Not responsibility of congress organisers**
- ❖ **Hotel bookings: Personal or Indo Jet**

## **6c. TRANSPORT**

- ❖ **Individually or groups**
- ❖ **Congress Travel agents (Dragonfly or Indo Jet Travel)**

## 6c. MEALS

- ❖ **Refreshments included in registration fee**
- ❖ **Catering on site is done by CTICC**
- ❖ **Nearby non-CTICC food outlet venues available**
- ❖ **Lunch boxes available on site at a fee**

## **6e. FUNCTIONS**

- ❖ **Welcoming function included in registrations fee**
- ❖ **Congress banquet and other social events paid separately**
- ❖ **Pre- or post-events meeting is the coordinator's responsibility**

## **6f. ACCOMPANYING PERSONS**

- ❖ **Dragonfly Travel is for accompanying persons' day tour social programme**

## **6g. PRE- AND POST-CONGRESS TOURS**

- ❖ **Dragonfly Travel is available for pre- and post-congress tours**

## **6h. SAFETY AND SECURITY**

- ❖ **Security no reason for concern**
- ❖ **CTICC located in a safe location**
- ❖ **CTICC provide on-site security**
- ❖ **CTICC has a first-aid medical station for basic treatment on site and insurance cover**

# 7. CONGRESS PARTICIPATION

## 7a. REGISTRATION OF DELEGATES

- ❖ Registration online
- ❖ Payment via [www.icoh2009.co.za](http://www.icoh2009.co.za) or bank-draft transfer
- ❖ Visa and passport outlines on web
- ❖ Cancellations incur escalating penalties according to date when registration is cancelled



## 7b. CONGRESS FEES

❖ Fees available on [www.icoh2009.co.za](http://www.icoh2009.co.za)

❖ Congress package include:

- delegate pack
- refreshments and free access to scientific sessions
- exhibitions and welcoming function
- not congress banquet and transport

## **7c. CONGRESS REGISTRATION**

- ❖ **At Congress registration desk**
  - **Delegate will be registered**
  - **Receive delegate pack**
- ❖ **VIP lounge for guests of honour**

## **7d. CONGRESS LANGUAGES**

- ❖ **English**
- ❖ **Translation into French available**

## 7e. EXHIBITIONS

- ❖ Exhibition space can be booked via [www.icoh2009.co.za](http://www.icoh2009.co.za)

## 7f. SPONSOR BOOTHS

- ❖ Certain congress sponsor display booth

## 7g. SPEAKERS AND VIPs

## **7h. POST-CONGRESS ACTIONS**

- ❖ Letters of appreciation**
- ❖ Mobile text messages**
- ❖ Congress proceedings will be available on the Congress website for download 3 months after the Congress**