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
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
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: 2nd - General, and 3rd - 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 - UK
  - Holland - USA
  - Sweden - RSA
- Complies with South African financial statutory requirements.
- Other customers of Givengain:
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.
1 grant pledge for 1 plenary speaker

SASOM: R60,000 for 15 students @ ½ 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

5b. SCIENTIFIC COMMITTEE

Members on www.icoh2009.co.za
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 28th 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

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