

## **ANNEX 2 – Amendment to ICOH Guidelines for SCs approved by the Board during the Midterm Meeting, February 8, 2014, Helsinki, Finland**

### **Art. 7 Meetings and Symposia**

Scientific Committees are encouraged to hold scientific symposia or conferences at least once between International Congresses with an open invitation to scientists and other interested persons. A minimum of two Scientific Committee business meetings per triennium are encouraged, to which all members are invited: one meeting in conjunction with the ICOH Triennial International Congress, and one between the International Congresses. Scientific Committees are encouraged to collaborate with other Scientific Committees, with National Secretaries and national organisations in the host country, and with WHO, ILO and other professional organizations, in organizing joint meetings and symposia. All meetings should be clearly announced as ICOH activities.

ICOH Scientific Committees are strongly encouraged to organize special meetings and conduct other activities as stated in the Bye-Law 11, Section 8.

Conferences and special meetings can be jointly organized by ICOH Scientific Committees or in collaboration with external organizations, provided there is no conflict with the professional, scientific or ethical principles of the ICOH.

The scientific programme of the conferences and the selection process of the abstracts submitted has to be carried out involving the Scientific Committees and the Chair in compliance with the ICOH Constitution and Bye-Laws, the ICOH Code of Ethics, the Good Association Practice and the General Ethical Principle. Participants must be provided with the abstracts by the beginning of the conference.

The ICOH website shall be the repository for abstracts books and proceedings once any copyright issues have been addressed and reviewed by Chairs of SCs involved and after consultation with ICOH Officers.

For conferences organised on behalf of ICOH, an organising committee may be appointed. Members should be respected professionals perceived as neutral, and the organising committee's leader should be an ICOH member in good standing. The Scientific Committee officers and the organising committee are responsible for content, quality, balance and scientific integrity.

ICOH Scientific Committees can jointly organise activities with scientific organisations, that are impartial and independent. Approval of the use of the ICOH name must be requested to the Secretary General.

Scientific Committees should promote ICOH and implement ICOH programmes.

Guidelines for the Organisation of ICOH triennial Congresses have been developed and can be found in the Core Documents section of the ICOH website at [http://www.icohweb.org/site\\_new/ico\\_core\\_documents.asp](http://www.icohweb.org/site_new/ico_core_documents.asp). These guidelines may be helpful to Scientific Committees in their organisation of conferences