



ANZSOM

The Australian and New Zealand
Society of Occupational Medicine Inc

ICOH CONGRESS 2021 NATIONAL ORGANIZING COMMITTEE

TERMS OF REFERENCE

BACKGROUND

The 33rd International Congress on Occupational Health to be held in Melbourne in 2021 (ICOH 2021) is the triennial global knowledge exchange event of the International Commission on Occupational Health (ICOH). It will bring together occupational health professionals, researchers, policy-makers, academics and students from around the world. ICOH 2021 will be hosted by the Australian and New Zealand Society of Occupational Medicine (ANZSOM). It will take place at the Melbourne Convention and Exhibition Centre (Australia) from 21 – 26 March 2021.

ROLES AND RESPONSIBILITIES

The National Organizing Committee (NOC) will be responsible for the overall organization and logistical arrangement for the Congress. It will also assist and facilitate the Congress International Scientific Advisory Committee (ISAC) in the planning and implementation of the Congress Scientific Program.

Specific responsibilities include:

- Ensure the smooth co-ordination of administrative and logistical matters relating to the Congress
- Appoint and direct the activities of the professional conference organizer (PCO)
- Manage all Congress-related finances including the budget and expenses accountability
- Liaise with the ICOH Vice President responsible for Scientific Committees and other members of the ISAC to facilitate the development of the Congress Scientific Program and assist in implementing that program
- Establish and oversee the functions of ad hoc sub-committees or working groups (including some co-opted members) as needed, such as a National Scientific Committee and subcommittees for sponsorship, early career program or social activities
- Together with the Working Group appointed by the ICOH President, facilitate the allocation of financial support to enable ICOH members from developing countries to attend the Congress
- Develop links with and promote the Congress to relevant national and international networks and organizations
- Identify potential donors, sponsors and exhibitors and provide them with adequate information and logistical support to facilitate their attendance at the Congress

- Develop Congress promotional materials and oversee their distribution, including the use of social media
- Identify and facilitate any other logistical preparations for Congress-related events and activities, such as promotion of ICOH 2021 at the Dublin Congress in 2018
- Liaise with the Melbourne Convention Bureau and the Convention Centre
- Report regularly to the ANZSOM General Council and ICOH Board and Officers

TERM OF OFFICE

The ICOH 2021 NOC will function from June 2017 until April 2021.

MEETING FREQUENCY

This will vary over the four years until the 2021 Congress, but is likely to be about monthly in the lead up to the 2018 Congress and then a little less frequently, but becoming more frequent about 18-24 months out from ICOH 2021.

REPORTING

The NOC will report to the Trustees Committee appointed by the ICOH President to ensure transparency of organizational work. It will also report on a regular basis through its Chair to ICOH and ANZSOM at a frequency to be determined by each organization.