WORLD CONFERENCES ON INJURY PREVENTION AND SAFETY PROMOTION

An Information Kit for Bidding and Hosting

Series of World Conferences on Injury Prevention and Safety Promotion, a project initiated by the World Health Organization and its network of Collaborating Centers for Injury and Violence Prevention

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Section 1: Conference objectives and stakeholders

Introduction

With more than 5 million deaths a year, violence and injuries account for 9% of global mortality. Seven of the 15 leading causes of death for people between the ages of 15-44 years are injury-related. For every death there are dozens of non-fatal injuries requiring hospital treatment and hundreds of injuries requiring other interventions. The burden imposed by violence and injury is particularly heavy on low-and middle-income countries. The traditional view of injuries as "accidents" suggesting that they are random unavoidable events has resulted in their historical neglect. Research has shown that injuries are preventable, and innovative solutions have resulted in cost-effective interventions for injuries at work, at home, or on roads.

In most countries around the world, health policies are increasingly focusing on prevention as the necessary complement to effective cure and care. In view of the size of the problem, safety promotion and injury prevention should be seen as priority issues in that respect.

Therefore the World Health Organization (WHO) and its group of Collaborating Centers decided, in the late 1980s, to launch a series of World Conferences on this particular issue, in order to promote multi-sectoral cooperation and international exchange and support for prevention programs. The first conference was held in Stockholm in 1989 and resulted in the adoption of a Manifesto for Safe Communities. Following the first one, conferences were staged successfully in Atlanta (1993), Melbourne (1996), Amsterdam (1998), New Delhi (2000), Montreal (2002), Vienna (2004), Durban, South Africa (2006), Mérida, Mexico (2008), London (2010), and Wellington, New Zealand (2012).

Scope

The series of World Conferences cover issues related to prevention of injuries from all external causes: those resulting from either unintentional events ('accidents') or intentional events such as interpersonal violence and self-harm. Research and practice related to all phases of injury control are included, i.e. primary and secondary prevention, emergency preparedness, acute care, and rehabilitation. The meetings encompass all relevant environments and settings where people are exposed to injury risks such as in transport, work, school, leisure/recreation, sports, and the domestic/home environment.

Objectives

Injury prevention and safety promotion is a maturing area of concern and action. It involves many disciplines and interest groups who are active in diverse settings. Communication within many of the respective sectors contributing to injury prevention, such as violence prevention, road traffic safety, work safety, and home safety, is improving gradually. Cross-cutting communications between these sectors is still in an early stage of development.

Recognizing the potential value of inter-sectoral liaison and collaboration, the series of World Conferences play an important role by: facilitating the exchange of information and experiences throughout the world; developing the knowledge base of injury prevention practice; connecting a growing number of professionals and stakeholders to the WHO-policies for violence and injury prevention; and by creating a “global injury prevention community.”
Major stakeholders: WHO Collaborating Centers and International Organizing Committee

The responsibility for organizing this series of conferences lies with the International Organizing Committee (IOC) of WHO-Collaborating Centers. The IOC reports bi-annually to the group of WHO-Centers and invites the WHO-group’s endorsement for future conference-planning. The IOC consists of six members, including the director of the WHO Department for Management of NCDs, Disability, and Violence and Injury Prevention (NVI) and five heads (or senior members) of Collaborating Centers who have been involved in organizing or directing World Conferences. The center selected for the coming conference is expected to meet regularly with the IOC and represent their respective National Organizing Committee (NOC).

The IOC ensures continuity in the organization of these conferences and in profiling injury prevention globally. It oversees current conference preparations and is the official body for nominating selected host countries. Its role in the conference organization is:

• To assure that high quality scientific and professional information is presented;
• To ensure participation of a wide range of disciplines and sectors and the active involvement of lead experts in these sectors;
• To ensure diversity of global participation and of proper gender balance in invited committee members and key speakers;
• To ensure sound management and national support;
• To assist in raising government support and the active involvement of non-government (grass-root) organizations; and
• To promote the development of associated (pre/post)meetings and courses consistent with the objectives of the main conference.

Section 2: Short history of past conferences

Past organizers took the challenge of organizing an international conference with dual objectives of:

• Facilitating international information sharing and cooperation and the further development of the science of injury prevention and safety promotion; and
• Providing evidence on good practices by which national progress in planning and development of injury prevention initiatives can be measured.

Each conference resulted in a strengthening of national or regional networks for injury prevention.

As the IOC wants to have all regions increasingly involved in injury prevention, it firmly wants the venues for the conferences to be rotated geographically, bridging the gaps between continents as well as between high- and low-middle income countries. This should help establish an increasing number of regional (and national) networks for injury prevention and help to position them within the international network.
Participants

The average number of participants at the conferences exceeds 1000, representing more than 50 different countries. A large number of participants can be expected from the region hosting the conference (around one-third of conference participants are typically from the host region). Participation from North America and Europe has been traditionally strong, whereas Latin America, Asia, and Africa are consistently underrepresented. Usually, the great majority of participants (around 8 out of 10) actively contribute to the program by presenting a paper or poster. Most participants often come from the research field (in particular injury epidemiology), programming and policy development (national/state level), prevention practices (local and national), and from public health. It is the firm intention of the IOC that each conference contributes to a widening participation from different fields of interest. It is also important to develop more cooperation with other established international groups and policy domains such as urban development, social equality, human security, trade and development, and civil society.

Scholarships

Access to international conferences is often unaffordable to experts and practitioners from low- and middle-income countries. Their participation is vital, however, because 90% of all injuries occur in these settings. This is why, over the years, the NOCs have been encouraged to develop a scholarship program; e.g., the number of scholarships available at the conference in Vienna 2004 was 170. The proposal for the scholarship program is therefore an integral part of a bid and is considered very important when evaluating bids. Bids should include information on the target number for scholarships (minimum is 100) and the types of scholarships (e.g., full scholarship including fee, travel, and lodging, or partial scholarships such as waived registration fee and/or sum to contribute to cover travel expenses). It shall also include information on how funds will be raised for this program.

Program

The diversity in backgrounds of the participants offers the conference organizers an important challenge in developing the program for the conference. The program has to suit the separate interests and needs of researchers, policy makers, and practitioners. The plenary sessions, however, provide a common meeting ground for participants from different sectors, and should address cross-cutting issues that are relevant for the majority of participants and representatives of the diverse sectors and disciplines. The IOC will play a strong role in selecting topics and speakers for the plenary sessions, together with the NOC.

Another mechanism for satisfying the more specialized interests of potential participants is the organization of satellite meetings in association with the World Conference. Usually, between 5 and 10 pre- and post-conference meetings are organized around specific topics (previous ones have included meetings such as Safe Communities, injury research methodology, the burden of injury studies, and violence prevention).

WHO has also organized meetings of Ministries of Health and National Violence and Injury Prevention (VIP)-Focal Persons in conjunction with the main conference. These are organized to a large extent by outside agencies but in communication with the NOC.
Financing

In all cases, it has proved to be indispensable that one lead agency takes up the overall coordination, planning, and organization of the conference. The following played that role in previous conferences: Karolinska Institut (Sweden), Centers for Disease Control and Prevention (USA), Australian Institute of Health and Welfare (Australia), Consumer Safety Institute (Netherlands), Indian Institute for Technology (India), Québec Directorate for Public Health (Canada), Austrian Safety Board (Austria), the University of South Africa (South Africa), the National Institute of Public Health (Mexico), Liverpool John Moores University (London), and Accident Compensation Corporation (New Zealand).

These lead agencies had ongoing political, technical, and financial relations with national authorities, mostly the national Departments (or ministries) of Health, and had ensured substantial sponsorship from these authorities at an early stage. The latter is important for ensuring prime investments, such as contracting a professional conference organizer.

As the number of sponsors, particularly commercial sponsors, is usually small, financial support by government departments and public agencies remains an essential requirement for successful conference organizing in this particular field. Examples of costing of previous conferences are provided in Table 1.

Table 1. Cost and income statements provided by organizers of the latest five World Conferences *(in USD $1,000)

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Section 3: Preparing your bid and the selection procedure

Introduction

The purpose of this chapter is to help those interested in preparing an offer for hosting one of the future conferences on Injury Prevention and Safety Promotion. It also gives information on the procedure for selection applied by the IOC. Before preparing a bid in writing, it is advised to submit a letter of intent to the IOC Secretary, Dr. Adnan Hyder (see contact information on page 1). Letters of intent will be reviewed by the IOC, who will then submit a proposal to the heads of WHO Collaborating Centers, inviting a limited number of applicants (usually not more than three) to prepare a full bid.

If you are interested in hosting one of the future conferences, you should, at least three years in advance of the planned event date, provide the IOC with detailed information on:

• The infrastructure for injury prevention in your region and in your country;
• The level of financial & political support you can reasonably expect to receive; and
• Detailed information on the organization and logistics, including a well-documented financial budget.

This bid should be conveyed to the IOC secretariat by the date defined by the IOC.

Evidence to be provided on the human, financial, and political resources and support

Your bid should include at least the following items:

• Evidence of a strong coordinating agency that ensures continuity in organizing and provides the secretariat for the national committee;
• Evidence of an existing network of relevant institutes and bodies that are committed to acting as the national support group;
• Names and tasks of members of a national steering committee that will act on behalf of the national support group;
• Evidence of support provided by local, regional, and national technical agencies and political authorities (including letters of support);
• Clear management structure, detailing the various committees for scientific program, publicity, sponsoring, satellite meetings, and finance;
• Evidence of financial means and sponsorship provided by national authorities, local authorities, and private bodies (including letters confirming financial commitments) as well as a strategy for raising additional funds;
• A letter from the hosting authority/organization that underwrites the financial obligation of hosting the conference (accepting the financial responsibility for any losses);
• A summary of actual state-of-the-art injury prevention and safety promotion in your country and region, and an overview of priorities;
• A statement of how this conference will help to advance the national and international injury programs;
• A proposal for the main theme for the conference, the main elements of the scientific program, and the goals to be achieved (as examples);
• A clear indication of the number of scholarships to be offered by the hosting country and relevant sponsors; and
• Number and topics of satellite meetings that the organizers commit themselves to facilitate in conjunction with the main conference.

Evidence with respect to the organization and logistics

This should include information about the accommodations offered on site, such as:
• Available conference venues, and preferred options (confirming availability at the planned dates);
• Details with respect to conference halls available, number of seats, etc. (both for main hall and for concurrent meetings), and available audio-visual equipment/support; exhibition space and function venues (business meetings, workshops, and committee meetings);
• Accessibility of the venue in general, and its related venues;
• Details on opportunities for social events (reception/conference dinner);
• Information on available hotels, in various categories, with current fees;
• Proposed professional conference organizer (PCO), their credentials, and a full report on the services provided and costs; and
• Proposed dates.

This should result in a detailed financial analysis in the following format:

• Fixed costs:
  - Venue
  - Staging
  - Printing and Stationery
  - Administration and Staffing
  - NOC-meetings
  - Public relations and marketing
  - Fellowships and scholarships
  - Meetings with Executive Committee
  - Exhibition
  - Management
  - Contingency
  - Insurance

• Variable costs:
  - Catering
  - Social events
  - Materials
  - Abstract book

• Income:
  - Government funding
  - Sponsorship
  - Exhibits
  - Participant fees
  - Advertising
  - Own resources of main organizing body
Financial analysis of costs/income at an estimated level of 1000/1200/1400/1600/1800 participants. The budget must indicate:

- Total projected expenses;
- Total projected revenue;
- Profit/loss figure;
- Actual cost per paying participant;
- A cost flow projection for the two years leading up to the event.

The NOC must provide the IOC with a proposal for the corporate identity and house style (including logo) for the conference event. This should be based on the colors blue and red (blue pantone 661 C/ red pantone 485 C).

Selection procedure

The IOC will study all bids received and may request additional information if needed. In-depth discussion will be held in an IOC meeting. The conclusion of the discussion will be reported to the Collaborating Centers for review and endorsement. The IOC is entrusted with the task of guiding the process and their decision is final.

Section 4: Responsibilities of the International Organizing Committee and the National Organizing Committee

Introduction

Experience from past events has shown that it is of crucial importance for a successful working relationship between the co-organizers to maintain excellent communication — honestly, clearly, timely, and in writing. The purpose of this section is to provide a description of tasks and responsibilities related to organizing a World Conference, which could serve as a basis for division of labor and for communication between the NOC and the IOC of the WHO Collaborating Centers for Violence and Injury Prevention. The following provides a checklist for a division of tasks and responsibilities between the NOC and the IOC. The first section deals with tasks and responsibilities of the IOC concerning policy matters on which all partners should agree. The second part narrows down to tasks and responsibilities for the organizer of the event, the NOC. The IOC interactions will be managed by the Secretary (Dr. Adnan Hyder) and Chair (Dr. Etienne Krug).

International Organizing Committee

The IOC’s main role is to ensure the continuity and quality of the series of conferences. It selects the host country/agency; supports its work in preparing and hosting the conference; and aims to ensure some continuity between conferences.

The IOC is the main partner of the NOC. It conducts its interaction with the NOC mainly through teleconference and e-mail, and whenever possible through personal meetings. At least one site visit by the IOC needs to take place. The IOC’s responsibilities include:

Oversight and advice on organization and planning

- Objectives, scope, and multi-sectoral diversity of the NOC;
- Clarity in regards to the leadership of the NOC and its Secretariat;
• Various NOC-committees to be established during the preparatory stage;
• Timetable for all relevant actions (calls for abstracts and registration) to be undertaken by the NOC.

At least once in six months the NOC should provide the IOC with an updated timetable and seek IOC approval.

**Decisions on program content**

The IOC and the NOC collaborate closely on defining the:

• Objectives of the conference and its major themes;
• Keynote speakers;
• Opening and closing ceremony requirements;
• Pre- and post-conference satellite meetings;
• Procedure for handling and reviewing abstracts (see Annex 1 to the Guidelines).

**Publications**

To review and advise the NOC on a proposed timetable for publications related to promoting the conference and guiding conference participants:

• First announcement (24 months before conference or at previous conference closing);
• Call for abstracts and 1st call for registration (14-16 months before the planned conference);
• Final program and 2nd call for registration (6 months before the conference date);
• Abstract book/website/CD;
• Participant list and addendum;
• Record of proceedings (after the conference);
• Regular press releases and newsletters; and
• Declaration, Manifesto, Action Plans.

**Geographical and gender balance**

These conferences aim to develop a global community of injury prevention experts and practitioners, and to contribute to strengthening the injury prevention field in low- and middle-income countries. Participation from all regions and income groups is therefore essential in the preparation of the conference. A proper geographical and gender balance should also be achieved among speakers for the opening and closing ceremonies and the plenary and state-of-the-art lectures.

For speakers in high profile sessions (opening, closing, plenary, state-of-the-art) the following indicators are set:

• At least 80% should come from countries other than the host country;
• At least 60% should come from regions other than the WHO region that hosts the conference.

Gender balance of 50% male – 50% female should be criterion for membership of the committees and for the main speaking opportunities.

**Sponsoring policy**

• Agreement on sponsoring policy and procedures (see Annex 2 to the Guidelines);
• Checklist:
  ✓ Sponsoring of conference publications;
  ✓ Acceptance of advertisements in conference publications;
  ✓ Official carrier;
  ✓ Sponsoring of local transport (buses);
  ✓ Sponsoring of technical site visits;
  ✓ Sponsoring scholarships;
  ✓ Other sponsorship.

General provision

Any dispute relating to the interpretation or application of these guidelines will, unless amicably settled, be subject to conciliation. In the event of failure of the latter, the dispute shall be settled in accordance with the rules of arbitration of the International Chamber of Commerce. This will be addressed in the Memorandum of Understanding with the selected bid.

National Organizing Committee

The NOC carries the responsibility of organizing the conference. The NOC, through a number of subcommittees with complementary experience, conducts the bulk of the work in preparing the conference, with the committees being responsible for the detailed preparations of the conference. A comprehensive list of duties and responsibilities follows.

Liaise with IOC secretariat

The NOC will work with the IOC secretariat to:

• Establish procedures for handling and reviewing abstracts, appointing conference chairs and moderators, and for scholarship allocations;
• Distribute minutes of NOC and program committee meetings;
• Produce progress reports and regular updates of actions list and timetables.

Manage relations with national government

• Ensure the Minister of Health and other relevant national authorities are aware of and approve of the proposal and plans to host conference

Manage Finances

The NOC is charged with the drafting and managing of the overall budget and raising the funds for the conference. This includes responsibility for:

• Opening and maintaining bank accounts, which includes monitoring cash flow, funding accounts, checking and paying invoices;
• Establishing contacts with potential donors and raising the necessary funds;
• Receiving income like registration and sponsor fees;
• Budget allocations and approvals, including determination of a reasonable registration fee;
• Deficit and surplus management;
• Conference contracts (PCO), including that of the conference center, hotels, interpreters, official carries/barters, and sponsors;
• Checking on insurance needs and local/national taxes and local/national subsidy possibilities;
• All budgetary policies, including social program(s), technical visit(s)/excursion(s), and exhibitions;
• Budgetary provisions for IOC site visits, including planning and follow-up visits (travel, lodging);
• Any (semi-) commercial sponsorship (after all clearances are obtained from IOC, especially concerning private-sector funding);
• Finances for publications including but not limited to announcements, abstract booklet, full proceedings (optional), mailings;
• Policy regarding reimbursement for participation cancellations;
• Reporting on account’s developments as well as all final conference accounts, financial evaluation report, and auditing.

Develop Program
The NOC will be responsible for the overall development of the conference program, including pre- and post- programs and tours. Specifically,

• Organizing sessions (number, type, scope, and structure, as well as poster corners);
• Handling of call for abstracts/papers (see Annex 1 on Abstract Handling);
• Communicating deadlines for reports, abstracts, and papers;
• Chairing the conference (chairperson and vice-chairpersons);
• Sending invitations and instructions to chairpersons and moderators of sessions;
• Issuing guidelines/instructions for speakers and posters;
• Managing all briefings to chairpersons, speakers, and interpreters during the conference;
• Providing technical assistance to chairpersons and moderators of sessions;
• Managing the administration of presented papers; and
• Facilitating a series of satellite events.

Social Program

• Overall responsibility for social program: choice, welcome reception, national evening, etc.
• Financial responsibility; and
• Guest and VIP lists;

Pre- and Post- Conference Tours

• Choice of tours; and
• Negotiation of special fares

Technical Tours Program

• Choice of visits and hosts;
• Invitations and ticket systems;
• Liaison with hosts; and
• Arrangements, language guides, coaches, meals, etc
Manage Program Documentation

The NOC will manage the production and distribution of all conference-related documentation, including the final conference report (due within three months after conference).

- Provide proposal for logo, color scheme for printed matter, layout of letterhead (Note: all materials should be in line with color scheme developed for the previous conferences, i.e. in the colors blue and red);
- Draft and produce (including proof-reading) printed material including conference announcements, call for abstracts/papers, programs, press releases, newsletters and/or articles on the conference, lists of participants and any addendum, abstract book, introductory reports, record of proceedings;
- Translate documents into additional working languages of the conference (if any);
- Establish and maintain printer's deadlines;
- Liaise with printer and distributor of printed matter.

Manage conference site

The NOC will handle all aspects of the conference location. The NOC will handle all contract and agreements with the conference center (see previous section). Other responsibilities include but are not limited to:

- Space allocation.
  - All sessions and exhibition space (including poster sessions and technical parallel sessions);
  - Social events;
  - Common meeting areas;
  - Catering;
  - Leadership offices (conference secretariat, chair, and any special guests);
  - Press space;
  - Pre- and post-conference storage;
  - Lost and found;
  - First aid;
  - General information desk;
  - Registration desk.
- Desks for registration, speakers/reporters, handling in AV-material speakers/reporters (+ slide preview), inquiries, travel, social events, technical visits, excursions/tourist office, bank, and post office.
- Technical support: The NOC will provide all furniture and technical equipment (including set up and breakdown) for the conference as well as technical support.
  - Film, video, overhead and slide production and AV recordings;
  - Microphones, earphones and interpreter booths;
  - Technicians, floor/room managers, and hosts in meeting rooms;
  - Material support for poster sessions;
  - Directional signs;
  - Stage sets, speaker desks, podium, screens, decorations;
  - Laptop/PCs/printers/photocopiers;
  - Office furniture including lockable cupboards.
- Application forms for contributions to the free discussion; speaker’s cards, calling system for urgent incoming messages for participants,
• Participant kits: The NOC will be responsible for developing and producing conference participation kits, which should contain:
  • Final program;
  • Badges, invitations, coupons;
  • Speaker and participant list(s) (provisional and any addendums);
  • Poster list(s) and abstract book;
  • Sponsor information;
  • Application forms for round tables and business meetings;
  • Information sets from co-organizing organizations;
  • Conference site information;
  • City, transportation, and tourist information;
  • Questionnaire/participants’ poll.

• Manage and liaise with organizers of other private meetings (business meetings and meetings of IOC) at the site.

Provide On-Site staffing:

The NOC will be responsible for providing staff to manage the following on-site:

• Registration and inquiries (general information desk), a multilingual position;
• Speakers’/reporters’ desk(s);
• Catering staff;
• Technical assistance;
• Pre-conference briefing of all staff;
• Language and translation services management
  - Includes appointment of translation service, program and planning of translations, proofreading and deadlines, and on-site arrangements for interpreters.

Manage Registration

The NOC is responsible for managing all aspects of registration for the conference, from setting fees to on-site ticketing.

• Setting up computerized systems;
• Deadlines for advance registration and early booking fees;
• Receipt and monitoring of registration fees, and checking registration of authors of accepted papers;
• Maintenance of registration fee account;
• Issuing of confirmations and receipts;
• Handling cancellations and refunds;
• Collecting unpaid fees:
• Repayment of overpayments received/cancellation policy;
• On-site registrations;
• Organization and supervision of participants’ kits packing, badge production, pre-ordered tickets, invitations, written confirmation of participation;
• Setting up desk registration system;
• Cashier arrangements;
• On-site ticketing, name badges, distribution of participant kits;
• Addendum(s) to participant lists.

Manage Exhibitions

The NOC will be responsible for the management of and polices relating to all exhibitions, including:

• Management of facilities available at conference center;
• Facilitate target groups and manage international guests;
• Coordinate any delegated professional exhibition organizer.

Organize Shipping of Materials

• Determine possibilities of shipping material, choice for shipping/carrying along material;
• Clarify customs regulations, provisions;
• Stand material, documentation.

Promote and Publicize Conference

The NOC will handle all aspects of publicity for the conference, including but not limited to:

• Timetable and deadlines for printed material and websites to be established, agreements on decisions of tasks and type of publications, and electronic dissemination to be made;
• Decision on number of copies for each publication or types of emails/website announcements to be taken;
• Proposal for mailing lists and emails for each publication to be agreed upon;
• Distribution plan (web-based, emails, individual, bulk, or combination thereof), to be proposed by IOC;
• Requesting agreement on mailing lists/emails;
• Requesting agreement on choice of (advertising) media including websites and social media (Facebook, Twitter, etc.);
• Liaison with media, editors, journalists;
• Management of mailings, type of distribution (individual and/or bulk), postal rebate system, emails/listservs;
• Research on related associations and related events for additional distribution of conference information;
• Participation and promotion at related events (at no extra cost for conference budget);
• Info kits for host country's embassies/consulates world-wide.

Manage Publicity and Press contacts

• PR and publicity plans, content and deadlines to be set by NOC;
• Editorial policy, trade press, national press, periodicals, social media;
• Advertising policy i.e. paid ads on the conference to be paid/done by sponsors;
• Regular articles on conference items (program, main reporters, special events etc.) for press, social media, and special interest media;
• Copy for periodicals with conference agenda;
• Press accreditation;
• Press releases, advance newsletters, social media alerts and postings;
• Press conferences, pre-Conference, daily during Conference;
• Press/media officer;
• Post-conference press releases;
• On-site arrangements, press office.

Arrange accommodations

The NOC will handle travel and accommodation arrangements, including, but not limited to:

• The appointment of travel agency/tourist office;
• Choice of hotels in different price categories;
• Agreements/contracts with hotels;
• Liaison with travel/tourist agency or hotels concerning bookings, rooming lists, deposits, and cancellations.

Organize Sponsors

• Sponsorships as agreed by IOC; it is to be noted that private sponsors should be approved by the IOC (See Annex 2). The IOC does not approve sponsorship from entities with commercial interests, ownership or funds in, or from the sale or promotion of, arms, tobacco, or alcohol.

• Official carrier: Negotiations with airline convention service department and/or Ministry of transport and tourism on:
  o Group fares to gateway cities/other cities;
  o Combined trips, with/without accommodation;
  o Free advertising, convention information lines;
  o Participants’ reception at airport of arrival, special desk, signs;
  o Ground transportation form airport to hotels/city;
  o Other available services.

Section 5: Conclusion

The World Conferences are important events to strengthen injury prevention nationally, regionally, and globally. They are the main international conferences in the field. Bidding for a conference and ultimately organizing such a conference is exciting and stimulating. It provides enrichment for all involved. However, it also requires an important political, technical, and financial commitment. The IOC’s role is to assist the national organizers throughout the process. The WHO is the lead partner by providing its endorsement, its networks, and its technical knowledge.

The national organizers should follow the rules and guidelines as detailed in this document. They shall consult the IOC, especially the Chair (from WHO) and Secretary, regularly and especially before major decisions on conference themes, conference program, plenary speakers, scholarships, satellite meetings, planning, and financial management. The NOC will also need to respect WHO policies for sponsoring and for equal representation in meetings as regards gender and region.

The ultimate success of the conference depends largely on dedicated commitment to get the appropriate resources available, and to achieve an innovative approach toward program development. Proper planning, regular consultation with the IOC, and intense communication with the injury prevention field are essential pre-conditions for a successful conference.

Thank you.
The Guidelines for the International Organizing Committee (IOC) and the National Organizing Committee (NOC) specify that the IOC and the NOC decide jointly on:

- Major themes of the conference;
- Keynote speakers;
- Handling of abstracts (review and selection procedure);
- Opening and closing sessions;
- Program of satellite meetings.

In case of disagreement between the IOC and the NOC, the IOC’s decision as regards program content and the above outlined topics carries more weight. In case of serious disagreement, a vote can be proposed and a decision supported by a two-third majority of the IOC members will be final.

Due to questions raised during previous conferences, this addendum will give more specific guidelines for abstract handling:

- The NOC sends to the IOC for approval a list of national experts that will be invited to assist the IOC and its International Scientific Committee (ISC) to review the abstracts. This list of national experts should be:
  - Multidisciplinary;
  - All-encompassing, covering the entire spectrum of injury issues;
  - Qualified by proper training and experience; and
  - Balanced according to gender and regional representation.

It is advised to have for each sector (i.e., road traffic or violence) a national expert. The IOC will provide a sufficient number of international experts through its ISC in order to assist in the reviewing process.

- The Conference secretariat sends a copy of the abstract to at least two experts (one national, one international) for reviewing and rating. (A rating form is included in annex)

The reviewed abstracts are sent to the chair of the respective sub-committee of the ISC for final decision of acceptance or rejection. (If the two experts disagree, the chair decides)

- The resulting list of abstracts accepted for symposium presentation and for posters should be reviewed in its entirety by the IOC and its ISC, taking into account a balanced program in view of:
  - The relevant sectors in the field of injury research and prevention (traffic, etc.);
  - The relevant interests (research versus action);
  - The geographical representation of presenters;
  - Inequalities in resources.

The national experts and the ISC also play a role in:
- Guiding and coaching speakers before the conference;
- Moderating individual sessions at the conference and serving as rapporteurs.
Suggested form for Reviewing Abstracts (Injury Prevention and Safety Promotion)

Abstract number:

Topic code:

First Author:

Reviewer:

1. **Content**
   - Does the issue addressed in the abstract fit in the scope of the conference? [ ] [ ] [ ]
   - Are the objectives and methods clearly stated? [ ] [ ] [ ]
   - Are the results available? [ ] [ ] [ ]
   - Is it placed in a suitable context? [ ] [ ] [ ]
   - Is the abstract theme original and innovative? [ ] [ ] [ ]
   - Is the approach sufficiently multidisciplinary? [ ] [ ] [ ]
   - Does it reflect local and regional concerns and priorities? [ ] [ ] [ ]

2. **Other comments**
   - Is the abstract clearly structured? [ ] [ ] [ ]
     (intro/ objective/ method/ results/ comments)
   - Are grammar and punctuation acceptable? [ ] [ ] [ ]

3. **Proposed decision:**
   - Accepted as oral presentation (15 minutes) [ ] [ ] [ ]
   - Accepted for short oral presentation (5 minutes) [ ] [ ] [ ]
   - Accepted as input for an open forum discussion (no presentation!) [ ] [ ] [ ]
   - Accepted for poster presentation [ ] [ ] [ ]
   - Does the presentation have the potential to be nominated for an award? [ ] [ ] [ ]
   - If the authors’ resources are scarce, should scholarship be seriously considered? [ ] [ ] [ ]

[Yes] [Only if Amended] [No]
Annex 2  Framework for Sponsoring Policy for World Conferences on Injury Prevention and Safety  Promotion

Introduction

Sponsorship is the main source of income for the organization of a world conference. Main sources of sponsor income are:

- Government departments at federal, provincial, and municipal level;
- Institutional sources and public organizations such as universities, public health agencies, funding agencies, and general trusts;
- Private sources such as business and commercial public service providers.

Government departments and public organizations are assumed to work for similar causes and have closely-related goals; therefore there may be a small risk of conflicting interests with the conference objectives. This framework note will therefore focus on the issue of commercial business involvement in the financing of World Conferences.

General considerations

The organization of World Conferences has been and always will be an enterprise that includes all stakeholders; it involves participation on behalf of academia, professional bodies, businesses, and interest groups. The organization has been, and will remain, based on public-private partnership. This relates to information-sharing, logistic support, contributions in kind, and financial contributions.

In establishing such relationships it should be borne in mind that opinions, statements, and guidelines that result from the conferences may affect the commercial sector. For example, results may influence market demand, production costs, or profitability of goods and services.

In developing a relationship with the private sector, the values and reputation of the injury prevention sector, and more generally of the public domain, must be ensured. Scientific validity and public interest must not be compromised. In each individual prospect for sponsorship it should be considered if a proposed relationship would involve a real or perceived conflict of interest. In case of any doubt, the prospect should be presented for decision-making to the IOC.

In addition, each prospect should be evaluated to consider the public image, integrity, and financial stability of the company. The groups or products that commercial companies or agencies represent must be clear of ethical questions, must not represent a threat to health and safety (such as tobacco or alcohol), and must not be the object of controversy. Please note that the IOC does not approve sponsorship from arms, tobacco, or alcohol companies.

Specific requirements

- Sponsoring should be established on the basis of written letters and agreements that refer to the general considerations and indicate the specific contribution that each of the parties brings in;
- Exclusivity from competitors cannot be required by sponsors;
• A sponsor relationship with a company or business can by no means be seen or used by the sponsor as a favorable opinion or judgment on the products/services marketed by that business or company;

• Sponsors cannot use the results of the conferences for commercial purposes or for promoting their products and services; and

• For reasons of transparency, the list of sponsors has to be made public in all relevant publications or electronic posts related to the World Conference(s).