**Guide to Organising an International Symposium on Biological Monitoring**

1. Preamble:

An International Symposium on Biological Monitoring in Occupational & Environmental Health (lSBM) is organised under the sponsorship of the Scientific Committee on Occupational Toxicology (SCOT), International Commission on Occupational Health (lCOH). Other Scientific Committees may also be involved as cosponsors/co-organisers, upon previous approval by the SCOT Chair.

The Symposium has been organized so far in two or three year intervals. There have been nine Symposia since the formation of SCOT: Kyoto, Japan (1992), Parma, Italy (1994), Helsinki, Finland (1996), Seoul, Korea (1998), Banff, Canada (2001), Heidelberg, Germany (2004), Beijing, China (2007), Espoo, Finland (2010) and Manchester, UK (2013).

2. Initial Contact:

An organisation which is interested in organising a Symposium should express its interest to the Chair of SCOT. The current [Chair](http://www.icohweb.org/site/scientific-committee-detail.asp?sc=21) can be found on the ICOH website.

3. Formal Presentation:

An authorised member of the Organising Committee (OC) shall usually make a formal presentation at least two years before the Symposium to SCOT. This will usually take place in a meeting of SCOT, either at an ISBM or an ICOH Congress. The OC shall detail the organisation and venue of the proposed Symposium as well as its financial resources. The scientific program shall be designed by the Chair and Secretary of SCOT in collaboration with the local organisers.

The presentation should cover the following:

* Brief presentation of the host country's activities in biological monitoring.
* Demonstration that the host country and city have the required infrastructure to host a modest-size symposium of 150-300 participants. This includes hotels, transportation (airport to hotels and hotels to conference centre), conference rooms equipped with "LCD projectors" for Power Point presentations, room for displaying posters, and tourist attractions for attendees and accompanying persons.
* Estimate of the expected number of participants.
* Information about flights - frequency and links with major international destinations.
* Information about potential security concerns.
* Information on expected cost for participants, including transportation, accommodation, registration. Invitation of plenary and keynote lecturers at the expense of the symposium organization - in general, no honoraria for the invited lecturers, although a contribution against their travel costs may be considered.

At its discretion, SCOT may give the OC its provisional approval after the presentation.

4. Financial Considerations:

The local organisers of the symposium are responsible for all financial aspects of the organisation. Neither SCOT nor the International Committee on Occupational Health (ICOH) can provide financial support for the organisation. If the symposium is successful and generates profits, the OC is free to use those funds at its discretion. SCOT can help with disseminating the information about the symposium.

5. Organisational Requirements:

The Symposium should generally be three days in duration. The OC shall adhere to the theme of the ISBM which is biological monitoring in occupational and environmental health. Furthermore, the OC shall bear in mind that it is an international symposium, and as such there should be an even representation of international presenters.

SCOT officers or designated alternates are ex officio full members of the OC.

6. Progress Reports:

After the provisional approval, the OC shall submit a progress report every six months to the Chair. The final approval of SCOT sponsorship shall usually be given at least one year before the event.