

ICUH HOST

Terms of Reference

Mission

Through a collaborative relationship, the *International Society for Urban Health (ISUH)* and its local co-hosting partners (consisting of a local academic or organizational institution and representation from the local city government) work together to host, plan and facilitate the annual **International Conference on Urban Health (ICUH)**. The conference serves as a platform for an international network of interdisciplinary urban health researchers, policymakers, practitioners, business leaders, and grassroots community advocates to exchange ideas, advance research and drive action across sectors, transforming urban environments to improve health, equity, and environmental sustainability in cities worldwide.

Purpose / Objectives

- To produce a conference which develops meaningful opportunities for providing and sharing advice and input on areas of importance to urbanization and urban health.
- Scheduling of ICUH should take place between September and November over a four (4) to five (5) day period with the final dates being mutually agreed upon by all the co-hosts and taking into consideration other global conferences that might attract a similar audience.
- A conference which would ideally see the ICUH visiting different countries and cities across North America, South America, Europe, Africa, Asia and Australia to allow for global representation and sharing of knowledge.

Expectations (Requirements) of Local Host(s)

- Designation of a Local Co-Host Point of Contact for the Logistical Aspects of ICUH
 - Act as the point of contact with the ICUH conference planner (selected by the ISUH) to coordinate the conference (Coordination Committee)
 - Select and appoint a local host representative to assist with planning the administrative and logistical details of the conference and site visits and work with the appointed Conference Planner (Administrative and Logistics Committee).
 - Identification and reservation of event space at the host institution
 - Additionally, the Local City Government Would Provide the Following:
 - Identification and Reservation of associated conference events (i.e., cultural activities)
 - Connection with the local public transport agency to provide access to public transport and cycling infrastructure to conference delegates



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- Connection with the tourism office to provide information on local tourism options both for the conference website and at the conference (i.e., maps, local excursions, restaurant, and leisure activities)
 - Assistance in identifying a venue for the gala dinner with local entertainment
- Designation of a Local Co-Host Point of Contact for the Program Content Aspects of ICUH
 - Appoint member(s) to participate in the planning and updating of the conference program, review and select submissions for workshops and panels, and develop the program agenda (Program Committee).
 - Participate in the review process by the Scientific Committee of the submitted abstracts for the conference and provide recommended groupings of selected abstracts for each identified conference theme taking into consideration geographic diversity (Scientific Committee)
 - Suggest and planning of special sessions or workshops of interest related to the selected conference themes.
 - Work with the ISUH, city government and host committee to identify and select events such as neighborhood tours, special talks, site visits, activities or cultural events related to the conference topic(s)
- Provide In-Kind Support (*when available*) as it Relates to:
 - Conference Event Space;
 - Audiovisual Technology; and
 - Printing and Office Support During the Event
 - Additionally, the Local City Government Would Provide the Following:
 - Guides and Resources for City Tours and Cultural Events
 - Transport Passes
 - Conference Map
- Support in Identifying and Securing National and/or International Sponsors for:
 - Attendance of Delegates from Low- and Middle-Income Countries (LMICs); and
 - General Conference Sponsorship
- Support in Securing Local Sponsors for:
 - AM Breaks (3 Days)
 - Lunches (3 Days)
 - PM Breaks (3 Days)
 - Opening Reception with Local Entertainment
 - Speaker Reception
 - Gala Dinner with Local Entertainment
 - Additionally, the Local City Government Would Seek Support in Securing Local Sponsors for:
 - Passes for Bicycle Programs or Other Local Transportation
 - Discounted Hotel Accommodations
- Intern, Student Volunteer, or In-Kind Staffing to Assist with the Local Execution of the Conference
 - Assist welcome and registration desk staff
 - Assist conference attendees by providing directions to sessions, information about the venue facilities, etc.

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Expectations of ISUH

The ISUH plays an integral role in the hosting, planning and facilitation of the annual International Conference on Urban Health, providing the basic framework from lessons learned throughout the history of the conference, and working with the co-hosts to make the ultimate decisions on the themes, agenda, sessions, and special events. As part of our efforts to bring attention and revenue to the local communities co-hosting ICUH, ISUH aims to utilize the services of as many local firms as possible to handle the logistical and production aspects of the conference.

Benefits of Hosting the International Conference on Urban Health (ICUH)

- Attract a high-profile global audience to highlight the initiatives, goals and activities of your city, institution, and staff/faculty.
- Showcase relevant aspects of your city's urban health policies and strategies through special events and bring inspiration to conference delegates as well as current and past conference funders.
- Bring significant revenue to your city through ICUH's international audience who will spend locally for hotel accommodations, restaurants and shopping, ground transportation, tour packages, and more.
- Opportunities for local businesses and vendors to engage in contracts for key conference roles, including: conference planning; audiovisual; catering; transportation; tourism packages; and more.
- Provide local student and staff volunteers with the opportunity to gain experience in attending conferences and on issues that are meaningful to their interests.

For additional information about the benefits in, or requirements of hosting the International Conference on Urban Health (ICUH) in your city, please email us at info@isuh.org.