International Conference on Transport & Health
ICTH – Melbourne Programme Committee Meeting

ICTH is designed to bridge the gap between scientific investigation and real-world application. The event is a direct participatory experience. Policy-makers, practitioners and academics from multiple disciplines and professional sectors involved in transport planning and engineering, public health, urban planning, spatial and architectural design, environmental planning, economics and beyond meet in a relaxed atmosphere to share their stories of success and failure; build world-wide collaborative friendships; but most importantly, leave inspired!

Meeting Minutes
Wednesday, 24 October 2018
10:00 – 11:30 a.m. Melbourne

Google automatically update the call-in information incorrectly. Grrrrr...Several interested team members were unable to join the meeting. Please use the call-in information provided in the Agenda for ALL future calls.

Agenda Topic	Discussion
Introductions/Welcome *Action Needed*	Programme Committee Members: Please send a headshot photo and a brief bio (100 words) to kwarsow@tphlink.com for inclusion on the ICTH website and printed programme. This information will also be used to formalize the committee.
Debriefing	Kerri Harris provided an overview of the Pullman Melbourne on the Park and its location in the heart of Melbourne with multi-modal public transport options, culture and events. • **ICTH Dates - 4-8 November 2019** • **Hotel Block** - negotiated nightly rate (includes breakfast and WiFi) • **Conference Venue** – complimentary pending the catering minimum • **Audio Visual Equipment** - separate contract available from an outside vendor. Karyn and Kerri will assume responsibility. • **Catering** - $30, 000/day minimum to secure complimentary session rooms. Catering will include welcome coffee (breakfast is included with nightly room rate), morning break, lunch and an afternoon break. Breaks include food options. • **Poster Boards** – 8 large double-sided boards are available (no charge). The boards will accommodate 16 posters OR 32 if two posters are hung per side. ICTH may need to rent additional boards depending on abstract submission. • **WiFi** - complimentary **Deposit Required to hold the venue - $10, 000 AUD Due January 2019**

City of Melbourne	Renee McMahon was unable to join the call. Karyn described the opportunities available through the City; conference planning and sponsorships. Renee had sent several quotes from local vendors interested in assisting with ICTH. Karyn will complete the sponsorship paperwork in January 2019. This is the earliest available submission date.
ICTH 2019 Theme *Action Needed*	**Smart Cities. Smart People. (Tentative)** The committee discussed several options. The comment was made NOT to include "Smart People" as it infers a negative connotation. Members of the committee will come up with alternatives to review and discuss during the next committee meeting. Some thoughts include: • Navigating the Smart & Healthy City • Smart Cities. Disruptive Mobility. Healthy People.
Keynote Speakers *Action Needed*	There were no suggestions by the committee regarding potential keynote speakers. The team will do a little research and discuss this item at the next meeting.
Training Seminars *Action Needed*	**Monday, 4 November 2019** ICTH is looking to offer dynamic training seminars on key performance metrics and programmes involving transport and health. ICTH 2018 seminars included HIA, community severance, propensity to cycle. • 3-4 rooms available • Training seminars are at least two (2) hours long • The Committee will need to recruit instructors. • Payment is offered to session instructors at 50% of the registration fee of $75 AUD per session

Abstract Submission
Action Needed
	The committee will review the current abstract submission categories in preparation for revision during the next meeting.
	Current submission categories include the following with an overarching theme of transport and health:
	• Autonomous/Connected Vehicle Technology
	• Active Travel - Walkability/Pedestrian Safety
	• Active Travel - Bicycling/Safety
	• Active Travel - Safe Routes to School
	• Aging in Place/Older Populations/Driver Safety/Transportation Options
	• Air Quality
	    o Air pollution and noise during commuting
	    o Exposure assessment of traffic related air pollution
	    o Traffic related air pollution and health
	• Commuting & Health
	• Disability/Access Technology/Paratransit

	- Economics - Educating the Public - Environmental Justice - Social & Health Equity - Green Space & Health - Health/Environmental Impact Assessment - Mental Health and the Built Environment - New Methods for Assessing Travel Behavior, Exposure & Health - Performance Measurement (Quantitative & Qualitative Data Assessment & Evaluation) - Physical Activity During Commuting/Overall Physical Activity - Planning & Policy Development - Public Transport/Public Transit - Road Safety & Injury Prevention - Emergency medical services and availability of trauma facilities - Livestock (horses, deer, cattle, etc.) versus Motor Vehicles - Diverse Road User Mix in the Rural Setting (pedestrian, farm equipment, recreation, horses, motor vehicles, etc. - Rural & Urban Built Environments & Mode Choices - Rural & Urban Policy Implications & Infrastructure Challenges - Smart Cities - Urban & Rural Planning (including Place Making & Complete Streets)
Hot Topic Workshops	***Pending*** Programme committee members will come up with ideas in the near future. Sponsors are offered an opportunity to host a HTW.
Social Programme	**Welcome Reception**: Historic Melbourne Gaol with ghost tour, Wednesday, 6 November Karyn will submit a request for a cost-estimate and request details from the venue **A Day at the Races**, Tuesday, 5 November 2019 It was recommended that the committee nominate a Race Committee Chair to work out the details with regard to tickets and an ICTH reception at the track **Bicycling & Walking Tours** – Karyn will request information and bids from local vendors. Organized tours will be available Monday, 4 November with the full group tours scheduled for Thursday, 7 November. Karyn will also negotiate a discounted rate for other tour option dates for delegates taking holiday prior to and after ICTH. **Brompton Bicycle Raffle**, Friday 8 November, Awards Luncheon Sponsor needed. Identify a Melbourne bicycle shop to purchase

Registration Fees	The team discussed registration fees and agreed that the ICTH registration fee should be around $1200-1300 AUD based on other conference offerings. Karyn will verify current rates.
Photographer	Need to identify a reasonably priced photographer in-country
Marketing & Communications	The Programme Committee will focus on promoting ICTH within their respective professional networks. Social media: Twitter, Google+, LinkedIn, Facebook, IPATH Newsletter and email blasts will be used to promote the event. There will also be a brief article written up and published in the Journal of Transport & Health (JTH). *If there are any additional advertising opportunities such as association newsletters, university list-servs, local newspapers or event boards, etc, please investigate.*
Sponsors & Partners	Smart City Research Institute, Swinburne University of Technology is main partner for ICTH 2019 – Melbourne. The Institute for Transportation Engineers (ITE Australia) will also be invited. *Should we invite any others?* Karyn will update the ICTH Sponsor Prospectus. The Programme Committee team members will disseminate the document and work to recruit sponsors. Attached to calendar invitation/agenda
IPATH Pursuing Healthy Mobility	A one year IPATH membership will be provided to ALL formal Programme Committee members as a 'Thank You' for helping to plan and organize ICTH 2019. This membership also includes a paid membership to the Transport & Health Science Group (THSG) based in the United Kingdom and the IPATH discounted ICTH registration fee.
Meeting Schedule	The Committee made the decision to hold monthly meetings to ensure that all of the preliminary planning was addressed. Next meeting 14 November.
Adjournment: 11:34 a.m.	