



# Network for Industrially Contaminated Land in Africa (NICOLA)

## NICOLA - CONNECT: GUIDELINES

### What is it?

- **NICOLA – CONNECT** is the branding for social networking events organised by the Network for Industrially Contaminated Land in Africa (NICOLA)
- A **NICOLA – CONNECT** Event is a social networking event for professionals interested in Contaminated Land or associated fields
- **NICOLA – CONNECT** Events rely on funding from interested companies and individuals ('hosts')

### Aim:

The aim/purpose of the **NICOLA – CONNECT** Events are to provide a platform for social and technical interaction between members of NICOLA, and professionals interested in Contaminated Land or associated fields, in a casual setting.

### Additional aims include:

- Increasing awareness of NICOLA in Contaminated Land and associated fields (brand awareness and increased membership)
- Providing an opportunity for the hosting company to share a 10 minute presentation on pertinent/interesting material as an opening to the event
- Allowing NICOLA members to become more familiar with one another, increasing likelihood of collaboration
- Increasing involvement of NICOLA members from Cape Town and Durban

### Event Format:

Cape Town, Johannesburg and Durban each host an event, **rotating monthly**, restarting with the Johannesburg event in February 2018. A calendar is available on the NICOLA Website ([www.nicola-org.com](http://www.nicola-org.com)) under the NICOLA-Connect Tab showing confirmed and planned events with all relevant information.

Events to be held on a Wednesday near the middle of the month, at a venue suitable for a social gathering of professionals, however the exact date is flexible and can be determined by the host. The recommended start time is 18:00 for 18:30; however, this is also at the host's discretion. Snacks and drinks to be provided to guests at host's expense.



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A NICOLA Steering Committee member should be present to introduce the host speaker. The host company presentation should ideally be 10 minutes, but should not to extend beyond 15 minutes [excluding time for questions, and excluding the introduction of the host company by the NICOLA Steering Committee Member].

Non-members can be invited at the direction of the host company, or Steering Committee members, but should be working in the field of Contaminated Land or a directly associated field. Non-Governmental Organisations (NGO's), students and academics interested in Contaminated Land may also be invited, or industry representatives managing the Health, Security, Safety and Environment (HSSE) for their companies, who are interested in learning more about contaminated land.

## How to Host?

Should you be interested in hosting an event, please see available dates on the NICOLA website, and email [admin@nicola-org.com](mailto:admin@nicola-org.com) and [margaret.duddington@erm.com](mailto:margaret.duddington@erm.com) with your selected date and city. Please note: NICOLA does not guarantee the selection of your company as a host but will work on a 'first come, first served' basis when assigning the events if necessary. An email will be sent confirming if your company has been selected to host the event.

Please respond and confirm you will be hosting the event a minimum of three weeks prior to the selected date – we sincerely request that there are no last minute cancellations. Details of the venue and start time plus the presentation title requested to be sent to [admin@nicola-org.com](mailto:admin@nicola-org.com) a minimum of two weeks prior to the event – **NICOLA Admin will draw up and send out invitations to the event to all NICOLA members** – the host company may then distribute this invitation. The host company should request all participants it has individually invited to include [admin@nicola-org.com](mailto:admin@nicola-org.com) in their RSVP response – and request an RSVP date for a minimum of three days before the event.

**NICOLA Admin** will provide the host company with a list of positive respondents (potential attendees) approximately two days prior to the event. The host should provide name tags (preferably pre-printed with names of attendees in LARGE, clearly legible text, with blank name badges for those who did not respond) and an attendance list.

After the event we request that the host company email [admin@nicola-org.com](mailto:admin@nicola-org.com) with a list of actual attendees, and some photographs of the event, if possible, for posting on the NICOLA-CONNECT website. All risks associated with hosting the event will lie with the host company.

## Contact Details:

Rochelle Bloemhof	Email:	<a href="mailto:admin@nicola-org.com">admin@nicola-org.com</a>
	Contact Number:	076 328 6939
Margaret Duddington	Email:	<a href="mailto:Margaret.Duddington@erm.com">Margaret.Duddington@erm.com</a>
	Contact Number:	031 265 0033; 073 148 6169