



Guidelines for the FECAVA Eurocongress

Name of the congress

The FECAVA Eurocongress (i.e. the 16th FECAVA Eurocongress).

The name should also apply to the joint WSAVA/FECAVA Congress (i.e. the 33rd WSAVA World Congress, the 16th FECAVA Eurocongress)

Web address: www.fecava-eurocongress.eu

This address should also apply to the joint WSAVA/FECAVA Congress in addition to the address chosen by the WSAVA. With links as appropriate.

The Scope of the FECAVA Eurocongress

- The philosophy of FECAVA is the promotion of fraternity, scientific exchanges and communication amongst European veterinarians.
 - Since its creation one of the goals of FECAVA has been the harmonization of the activities of Companion Animal Veterinary Associations in Europe and communication between associations. Particularly, harmonization implies that the dates of the National Congresses of Member Associations are known by other Associations.
 - The FECAVA Eurocongress concept is in essence a means to make National Congresses more attractive to other Associations and their members. In doing this, such Congresses increase their size and audience, but keep their own style.
 - The FECAVA Eurocongress aims to promote co-operation between member associations and so it is also conceivable that a group of Associations, particularly small ones, may join together to organize a FECAVA Eurocongress.
 - To meet these criteria, the FECAVA Eurocongress cannot be a meeting organized in the same place each year at the same time.
-
- The FECAVA Eurocongress should aim to be a unique veterinary event in Europe, different each year but always attractive and popular scientifically, social-ly and to the sponsors. The FECAVA Eurocongress should always be easily recognizable as a FECAVA Congress.



Frequency

Annually with an interval of at least eight months between one FECAVA or joint WSAVA/FECAVA Congress and the next.

Date

The date should not be restricted to the same date annually as this would be impracticable for hosting associations who hold their national congresses at certain times of the year determined by tradition and local factors.

Location

The location should change annually in order to afford the opportunity for delegates to experience different European cultures and styles.

Hosts

Single or joint meetings shall be eligible. Smaller member associations who do not have previous experience of hosting a congress are encouraged to consider joint congresses in collaboration with other members in the region.

Applicants to host a FECAVA Eurocongress should be full members of FECAVA for a period of at least three years before the bid is made if they are the sole or primary host association

Process of bidding and selection

A written bid document will be required in addition to a presentation to the FECAVA Council. The bid should be presented to FECAVA a minimum of four years ahead of the planned congress. In exceptional circumstances Council may accept a bid within a shorter time. In principle the bid must demonstrate compliance to the criteria set down in the congress Standard Operating Procedures (SOP). This should be presented in a business plan.

The details of the process of applying to hold a FECAVA Eurocongress will be detailed in the SOP.

Composition and duties of the organizing committees

There should be three committees:

1. IOC (International Organizing Committee). The main task of the IOC is advisory and comprises members who have experience of congress organization over a number of years. Members of this committee should serve a term of between three and five years in order to provide experience and continuity.

Members:



FECAVA Representative –A FECAVA Executive Board member responsible for Eurocongresses including contacts with sponsors etc.

FECAVA Advisors – the Chairperson of the preceding and subsequent FECAVA Eurocongress, in order to maintain some continuity and to make full use of the experience gained.

FECAVA Scientific coordinator – member of FECAVA Executive Board responsible for CE and scientific standards.

2. LOC (Local Organizing Committee). The LOC is responsible for all the organizational details, for the smooth running and financial success of the congress. The host Association of the FECAVA Eurocongress will nominate the Local Organizing Committee.

Members will include:

The Congress Chairperson has primary responsibility for the smooth running and financial success of the FECAVA Eurocongress.

Chairperson of Scientific Organizing Committee

Congress Treasurer

Travel and Social Program Co-coordinator

Exhibition co-coordinator

FECAVA Board representative (this can be the national FECAVA director)

The national FECAVA director should at least be kept informed by the LOC, unless he/she is a member of this committee anyway.

3. SOC (Scientific Organizing Committee)

Where there is insufficient structure within a member association, technical support from a Professional Congress Organizer (PCO) is strongly recommended.

It is essential that IOC members appointed by the FECAVA Executive Board be involved in all aspects of the organization of the Eurocongress, including preparation of the scientific and social programs and financial management

DUTIES:

1. Scientific programme

Scientific Organizing Committee:

- Chairperson appointed by the organizing Association(s)
- Number of members decided by the organizing Association(s)
- 2 members appointed by the FECAVA Council who are not from the organizing Association(s)



- Includes a FECAVA Board member. Expenses of the FECAVA Board member will be met by FECAVA

Communication and meetings may be by e-mail, telephone conference and at least 2 (face to face) meetings per year.

2. Congress theme

- One or several, to be decided by the SOC
- Call for communications and promotion must mention the theme(s).

3. Structure of the programme

The FECAVA Eurocongress is designed primarily for general practitioners and final-year students, and should promote contacts between them and specialists.

Lecture categories:

- Refresher lectures
- Advanced lectures
- State-of-the-Art lectures (given by acknowledged experts)
- Short communications
- Workshops. The proportion of these shall be at the discretion of the SOC
- FECAVA Symposium

4. Speakers

- Number of speakers in accordance with the programme and the size of the Congress but all categories of lectures should be represented
- Invited speakers receive standard expenses reimbursement (free registration, transportation, accommodation [speaker only] and two complimentary tickets for the social events), except those presenting a short communication who receive only free registration

Speakers should receive an honorarium of ideally 200 €/lecturing h, but of at least 150 €/h. If in exceptional circumstances a lower fee is suggested by the national organizer, then this should be discussed and approved by the FECAVA board in advance and included in the Eurocongress bid application. The honoraria should be reviewed on a regular basis and generally increase in line with the rate of inflation within the EU. Speakers should be clearly advised in writing of the honorarium,



expense reimbursement policy, any complimentary social event tickets and speakers duties.

5. Translations

- In addition to the native language at least 50% of the lectures should be delivered in English with possible simultaneous translation.
- State-of-the-Art lectures which should be given in English with simultaneous translation where appropriate.
- If possible, in order to attract a wide cross section of European delegates from large linguistic areas, 2 half-days should be held in French, German, Italian or Spanish when they are not a national language of the Organizing Association(s), with possible simultaneous translation.

6. Timetable and call for communications

- Strict timetable, to be defined (suggestion : start 18 months in advance, call for communications sent at that stage, deadline 10 months in advance, finalization of the programme 6 months in advance)
- Call for communication should be sent to all members of member Associations through the Directors and also through journals and association web sites.
- Standard submission forms for each category

7. Symposia

- Preferably 2 themes of importance for all European veterinarians shall be selected (pharmacy, specialization, pharmacovigilance, nurses, etc.)
- Themes are approved by the FECAVA Council.
- Speakers to be invited by the LOC.

8. Company Symposia

Possible, but at the discretion of the organizing Association(s) and scheduled for pre or post congress days.

9. Programme for nurses

- One main room for national nurses
- One other room for a nurse programme in English if the main nurse programme is not held in English



- A gathering of the 2 rooms during a short session dedicated to a general professional programme, with simultaneous translation both ways.

Publishing Rights

FECAVA will have equal rights as the national organizer to publish the content of lectures in written or in any audio-visual form in FECAVA documents, on the FECAVA website or in EJCAP Online or in any other FECAVA medium.

10. Social programme

An appropriate and attractive social programme is essential for the success of the FECAVA Eurocongress.

- The social programme needs to be left to the LOC to arrange but must include an evening event such as a gala evening or an alternative semi-formal dinner/event.
- Arrangements must be made for an Opening Ceremony to include an address by the FECAVA President and the presentation of Awards (FECAVA and others).
- A Closing Ceremony may be necessary to introduce the next FECAVA and WSAVA/FECAVA Congresses. The next FECAVA Eurocongress should also be promoted throughout the congress by means of a stand in the exhibition area and in lecture halls.

In case of a joint WSAVA/FECAVA Congress the social programme, the Opening Ceremony and the Closing Ceremony should be organized according to an agreement between WSAVA and FECAVA.

It is sensible to use local agencies to provide pre/post congress tours and day trips. This reduces financial risk to the Local Organizing Committee.

11. Congress evaluation and the handling of congress data

The use of a congress evaluation form is strongly recommended; it is very useful for the organizers of the next congress to get as much detailed information as possible. Every congress organizer has an obligation to forward all relevant organizational and business data to the organizers of future congresses, providing that this is not in breach of data protection legislation. This might include contact details of delegates



and exhibitors, financial results and any other information that might be of interest or value for future organizers.

12. Funding and financial guidelines

- Budget

The bid should include a budget. It should include those items requiring funding and include lunches, published materials, speakers expenses, social events, congress bags, etc.

Please consult the SOP for advice on how to set this up.

In the event of a loss, FECAVA shall waive the capitation fees as outlined in the SOP and FECAVA Council will give consideration to assistance to the host association.

- Congress registration fees

The congress registration fee will not be restricted centrally by the FECAVA Board or Council. However the registration fee must be declared within the bid document and presentation to Council and must be adhered to. Host associations should be mindful of the diversity of economic conditions that prevail across Europe.

FECAVA capitation fee

From 2015 there will be a capitation fee of 5.00. € per paying delegate (this excludes student and nurse delegates) to FECAVA. Until then the capitation fee will remain at 3.00 € per paying delegate. The fee is subject to change by approval of Council and with reasonable notice. As a guide the fee should rise roughly in line with the rate of inflation within the EU.

Accommodation should be provided for the FECAVA Board, Editor of EJCAP and the Executive Assistant of FECAVA. Other complimentary benefits are detailed in the SOP e.g. - Meals, events tickets, congress access, registration etc.

- Sponsorship

As soon as an association knows that it is organizing a congress then sponsors should be sought, and one person in the organizing committee should be appointed as responsible for the sponsors. A member of the FECAVA Board will be responsible for supporting the LOC.



Advice will be included in the SOP. Final negotiation about everything but the Club of Gold Partners of the FECAVA Eurocongress will be left to host associations as local conditions will apply.

The members of the Club of Gold Partners of the FECAVA Eurocongress sign a contract for three years at a time. The agreement is negotiated by the FECAVA Board. The Club of Gold Partners of the FECAVA Eurocongress does not apply to the joint WSAVA/FECAVA congresses.

- Promotion

The number of congresses and continuing education programmes in Europe is steadily growing. Thus, the FECAVA Eurocongress must be promoted in a professional way in order to attract delegates, sponsors and the best speakers.

The aim of the promotional activities should be to demonstrate that the FECAVA Eurocongress is a unique veterinary event in Europe, different each year but always attractive and popular scientifically, socially to the delegates and to the sponsors. The FECAVA Eurocongress should always be easily recognizable as a FECAVA congress.

A budget and a promotion plan must be compiled to support the programme of advertising and promotion for the FECAVA Eurocongress.

Advice on how to promote the FECAVA Eurocongress is included in the SOP.

Other requirements

The congress organizer should allocate free exhibition stands for all organizers of future Euro Congresses, for FECAVA and EJCAP Online and for the “Blue Dog Project” or additional projects or working groups as requested by FECAVA. The organizer has to provide the stands with a power supply, free WIFI and – if requested – screens and data projectors.

Appendix I : Standard Operating Procedures (SOPs) for the FECAVA Eurocongress

Appendix II : Guidelines for speakers delivering the “FECAVA Lecture” at the FECAVA Eurocongresses

Appendix I :

Standard Operating Procedures (SOP) for the FECAVA Eurocongress



Business plan

The bid should include a business plan. A business plan is a formal statement of a set of business goals, the reasons why they are believed attainable, and the plan for reaching those goals.

The purpose of the business plan is to give FECAVA a basis to decide whether or not you should be granted the opportunity to arrange a FECAVA Eurocongress, as well as enable you as an organizer to plan and organize a successful FECAVA Eurocongress. Keep the plan short and simple, but make sure to cover the following points. Consult the Guidelines and the rest of this SOP when you write the business plan.

- **Executive Summary** The executive summary highlights the key points of your plan. The summary should be short and no more than 2 pages long. When you apply to organize the FECAVA Eurocongress, you will be asked to give a presentation to the FECAVA Council. Use the summary of the business plan as the foundation for your presentation.
- **Idea** Describe the idea of your congress. Why should your congress be a FECAVA Eurocongress? In what way does your congress comply with the scope of the FECAVA Eurocongress? (Please consult the guidelines for the scope of the FECAVA Eurocongress)
- **The association(s)** Describe your association(s) and how the organization of the congress will be set up. Describe the management team members.
- **The city, the venue, the accommodation** Describe the congress city, the congress venue and the accommodation.
- How is the city suited to host the FECAVA Eurocongress in relation to attractiveness, accessibility etc?
- How is the venue suited to host the FECAVA Eurocongress when it comes to location, lecture halls, exhibition area etc?
- Describe the opportunities for accommodation
- **The delegates** How many delegates (local delegates, foreign delegates, students and ac-companying persons) do you expect and why?



- **The scientific programme** Outline the congress theme(s) and how you intend to set up the scientific programme.
- **The social programme** Outline what you intend to include in the social programme.
- **The sponsors** Outline the terms and conditions to sponsors, how you plan to organize the work and why you expect to get the predicted number of sponsors.
- **The promotion** Outline how the congress will be promoted and how you plan to organize the work.
- **Financial plan** The financial plan should include a budget with those items requiring funding. Please consult the spread sheet in the Appendices as an example.
- **Public Liability**

It is the responsibility of the host association to ensure that it has adequate public liability insurance for the event. FECAVA does not accept responsibility for public liability for the congress.

FECAVA Requirements

- **Facilities**
- A meeting room for FECAVA Council for one full day with a capacity of 60 people. Provide access to AV equipment (to be paid for by FECAVA)
- Three meeting rooms for working group committees with a capacity for twelve persons each to be available for the 1-2 days before the Council meeting. One meeting room for the board meeting with a capacity for six persons to be available usually 3 days before the Council meeting.
- All should have free WIFI access throughout the duration of a meeting.
- **Registrations**



- Free congress registration for FECAVA Officers, Directors, Past Presidents, EJCAP Editor, Executive Assistant to the Board and invited FECAVA guests as follows: WSAVA rep, UEVP rep, FVE Rep.
- Exhibition area access passes for accompanying persons

- **Meals**

- Congress lunch vouchers for above free registrants
- Gala Dinner for above plus one ticket for accompanying person. 2 x Coffee breaks and lunch for all delegates of the Council meeting and a single coffee break for all working group meetings.

- **Social program**

Two free tickets to the main social events must be offered to the following:

- FECAVA Board
- FECAVA Directors
- FECAVA Award winners
- FECAVA Past Presidents
- EJCAP Editor
- FECAVA Executive Assistant

Speakers

Chairpersons of FECAVA Council subcommittees who are not Directors

(Comment: There is provision for a non-director with particular relevant experience to be appointed to undertake tasks on behalf of FECAVA - this may include Chairing a sub-committee)

Accommodation

- The congress organizer pays for the FECAVA Board, the EJCAP Editor and the Executive Assistant of FECAVA
- The Directors' own associations pay for the Directors' accommodation

Working with the sponsors

When you contact the sponsors, make sure you have a professional presentation (e.g. power point) of your product (the congress) ready.



- Why should the sponsors come to your congress when there are plenty of other congresses in Europe to go to? (Large number of delegates? Large number of specialists? Large number of practice owners, in other words decision makers? The best place to meet students? Excellent speakers? Excellent exhibition area? Excellent opportunities to take clients on pre congress trips? A beautiful city? Other?)
- What sponsorship opportunities do you offer?
- What does the exhibition area look like?
- Are you ready to handle the different needs of the sponsors?
- Develop a sponsors' area on the congress website. A regularly updated time-table with all important dates for the sponsors should be available at all times.

Update the sponsors

Keep your sponsors and potential sponsors up to date on a regular basis as the work with the congress progresses i.e. by sending them your newsletter.

Written agreements

All agreements with sponsors should be on paper and signed by the responsible person of the company.

Sponsor packages

Club of Gold Partners of the FECAVA Eurocongress

- Labelling of lectures
- Company Symposia.
- Premier positioning of company logo on all official congress documents
- Logo and link to company site on the conference website
- Company logo to appear on conference bag/tag
- Full page, full colour advertisement in the abstract book/logo on the cover of the CD Rom
- Priority in choosing stand location
- On-site placement of company banner/sign (as approved by Local Organizing Committee)
- 10 complimentary full registrations
- 15 complimentary tickets to the gala dinner



- 50 % discount for max 10 veterinarians invited by a Gold partner.
- Flyer or give-away inserted into the conference bag (to be provided by the sponsor or created by the organizer at additional cost to the sponsor)

Prime sponsor

- Priority in choosing stand location after the Club of Gold partners
- Link to company site on the congress website
- 6 complimentary full registrations to the conference
- 10 complimentary tickets to the gala dinner
- 50% discount for max 5 veterinarians invited by a prime sponsor
- Flyer or give-away inserted into the conference bag (to be provided by the sponsor or created by the organizer at additional cost to the sponsor)

Sponsor a speaker

A slide will be presented before and after (not during) the speaker's talk and the sponsorship endorsed by the chairperson

Shopping list

A shopping list that all sponsors can choose from. The sponsors pay for each item.

Here is a suggestion:

- Exhibition space
- Flyer or give-away inserted into conference bag (to be provided by sponsor or created by the organizer at additional cost to the sponsor)
- Sponsor the welcome cocktail
- Advertisement in the abstract book

Promotion

The number of congresses and continuing education programmes in Europe is steadily growing. Thus, the FECAVA Eurocongress must be promoted in a professional way in order attract delegates, sponsors and the best speakers.

The aim of the promotional activities should be to demonstrate that the FECAVA Eurocongress is a unique veterinary event in Europe, different each year but always attractive and popular scientifically and socially to the delegates and to the sponsors.

The FECAVA Eurocongress should always be easily recognisable as a FECAVA congress.

Plan your work



A budget and a promotion plan must be compiled to support the programme of advertising and promotion for the FECAVA Eurocongress.

Identify your target groups

The FECAVA Eurocongress concept is a means to make national congresses more attractive to other associations and their members. Thus, the main target groups for the promotion are:

- o the national or home companion animal practitioners
- o other companion animal practitioners across Europe
- o the veterinary support industry
- o the FECAVA Directors
- o the accompanying persons
- o the speakers (please also see the speaker guidelines)
- o the sponsors (please also see the sponsor guidelines)

Identify your unique selling points

Ask yourself why the target groups should come to your congress.

Pick the three most important points for each of the target groups and use the arguments as the starting point to develop the design, the written information and the various marketing activities.

Identify your channels

Identify the channels used to promote the congress. Some examples are:

- o Congress website
- o Banners and written information on other veterinary internet sites
- o Advertisement in veterinary journals
- o Newsletters, both electronic and paper, aimed at target groups
- o Meetings
- o Stands at other congresses
- o Flyers and posters

Develop a congress design

In order to stand out as a unique and attractive veterinary event in Europe, the congress must have an appealing visual identity



- o The design should be created by a professional
- o The design should reflect the spirit of the country/countries hosting the congress preferably by basing the design on the work of a local artist.
- o The design should also reflect the fact that the congress is a veterinary congress.
- o The name of the congress should be the X (fill in the right number) FECAVA Eurocongress – the Annual Federation of European Companion Animal Veterinary Associations Congress
- o The names and logos of FECAVA, the host organization(s) and the technical organizer should be included in the design.
- o Possible material needed:
 - Design for website
 - Letter template
 - PowerPoint template
 - Flyer/brochure
 - Advertisements for journals and Internet sites
 - Programme
 - Posters
 - Roll-up banners to be used on exhibition stands
 - Give-aways

Set up a user-friendly website

A professional looking and user-friendly website is one of the most important tools for promoting the congress.

- The website should contain well written information aimed at all target groups.
- The web-design should be of similar design and livery to that used for brochures, advertisements, programmes etc.
- Pictures are an important part of a website and should be carefully chosen. Think about what the pictures communicate
- No page should be left blank when you launch the site. Update the website as your work progresses.
- Consider making a small newsletter that people can subscribe to on the web-site. Send out the newsletter at least every month.

- Consider including podcasts (i.e. for a welcome message), video clips (i.e. to show the country) and 360 degree pictures (i.e. to show the whole exhibition area).

Time your actions



Timing is extremely important when it comes to promoting the congress, because you need to reach the target groups before they decide whether or not they will come to the congress. Remember that delegates, sponsors and speakers make their decisions to take part at different times.

At FECAVA Council meetings

1. The FECAVA Directors are your ambassadors across Europe.
2. At every Council meeting the Director(s) representing the host countries should give a short update on the upcoming FECAVA Euro congresses.
3. Give the Directors flyers and posters to use at their local meetings about 1 ½ years before the congress.
4. Encourage the Directors to bring their members to the congress.

Your own association

1. Update your members regularly through the journal, the website, newsletters and at meetings.
 1. When your association is bidding for a congress
 2. When the decision has been made
 3. When the website is launched
 4. When you know that a particularly good speaker is coming
 5. When the scientific programme is ready
 6. When the social programme is ready
 7. etc.

Two years ahead

1. Develop the congress design.
2. Launch the congress website. Naturally you won't have everything ready at this point, but no page should be left blank when you launch the site.
3. Inform your target groups when the website is launched.

Send web banner to upcoming FECAVA congresses and ask them to include it on their website.

4. Send web banner, name, time, place, web address and short description of the congress to the FECAVA Directors and Associate Members and ask them to include the congress in the calendar of events in their journals and on their websites.
5. Send web banner, name, time, place, web address and short description of the congress to websites aimed at veterinarians e.g.



- FECAVA's own website www.fecava.org
- VetAgenda. Veterinary events worldwide www.vetagenda.com
- IVIS. International Veterinary Information Service. Register, log on and include the congress in the calendar of events www.ivis.org

6. Send time, place, web address and short description of the congress to Animal Pharm, which is the Journal/website aimed at the pharmaceutical industry. Ask them to include the congress in their calendar of events www.animalpharmreports.com

At the congress the year before yours

1. Consider including promotional material inserts in the congress bag
2. Arrange a stand. For the stand you may need:
 1. Posters/roll up banners for exhibition stands
 2. Flyers
 3. People to be on the stand dressed in congress t-shirts or similar.
 4. Screen with video presenting the hosting country/countries – vets, culture, nature etc.
 5. Give-aways
3. Develop a PowerPoint presentation to be shown in the lecture halls during the breaks. The presentation should run automatically.
4. Prepare a presentation for the closing ceremony where appropriate.

After the previous congress

1. Send advertisements (full page and half page) to the veterinary journals across Europe and ask them to include them twice within the next couple of months. Do this immediately after the previous congress.
2. Member associations are encouraged to considering offering some free advertising space for FECAVA Eurocongresses.
3. Remind the Directors.
4. Inform the Directors when the final programme is ready (remember link to the website) and ask them to pass the information on to their members.
5. Update the sponsors on the congress.
6. Use your newsletter for regularly updates – at least once every month.
7. Use the veterinary information sites for regularly updates. e.g.
 1. FECAVA's own website www.fecava.org
 2. VetAgenda. Veterinary events worldwide www.vetagenda.com
 3. IVIS. International Veterinary Information Service www.ivis.org
8. Consider offering discounts to delegates for early registration



Appendix II :

Guidelines for speakers delivering the “FECAVA Lecture” at FECAVA Europe- and Congresses.

Selection:

The speaker must be European (based in Europe) and is selected by the FECAVA board and is chosen from the provisional program of the congress. The congress organizers must notify the FECAVA board of the draft program so that a choice can be made in good time.

The criteria considered include:

The standard of the topic and speaker

The speaker is normally European

The country of origin of the speaker is usually varied from year to year to include different regions of Europe.

The FECAVA board will nominate a member to contact the speaker – this is usually the President.

Paper for EJCAP:

The speaker is required to produce a paper of his presentation for publication in EJCAP. There are deadlines for receipt of this paper which will be confirmed by the managing editor of EJCAP. This is usually six months before publication of the edition succeeding the congress.

Deadlines and guidelines for submission of written material for use in congress publications are in line with the congress organizing committee protocols.

Honorarium and expenses:

Honorarium:

The speaker's fee is a minimum of 150 € per lecture hour and an additional €200 honorarium for producing a paper for EJCAP. This is paid by FECAVA.

Expenses:

Travel expenses are paid by FECAVA. Air fares must be economy rate.

Accommodation is normally paid by the congress organizing committee where the speaker is also speaking on the congress program. In the event that this is not so then at least one night's accommodation is paid by FECAVA.

It is usual for the congress organizing committee to extend invitations to social events to congress speakers.

Method of payment:

Payment is made by electronic bank transfer.



Speakers should provide details of their Bank including Name, address, Account name, account number, sort code and international swift code.

Symposium lecturers

The criteria for selection of speakers for FECAVA symposia might differ somewhat as they are not already part of the main congress program.

Symposium speakers are chosen by the board and are usually European, unless the nature of the subject indicates a particular expert chosen by the board.

Speakers are entitled to an honorarium of a minimum of 150€ per lecture hour, to be paid by FECAVA.

Expenses include travel (economy air fare) and up to two nights' accommodation.

Congress Registration and Social functions are paid by the Congress organizers.

EJCAP - A summary of all lectures of the symposia should be made available for publication in ECJAP Online. Where this occurs a sum of 300 € will be allocated to be shared between the speakers.

***) Addendum 7th November 2014 : These guidelines affect all FECAVA Eurocongresses from 2016 until 2018**