

SOP FOR THE DIDIER-NOËL CARLOTTI AWARD

The **Didier-Noël Carlotti Award** is named after a veterinary surgeon who initiated, planned and inspired FECAVA and who served as its first President for four years. It is to be awarded annually to one of our members who has provided an outstanding service in the fields of inter professional **communication** and/or **continuing education** for companion animal veterinarians in Europe..

The Award is presented **annually**, usually at the opening ceremony of a FECAVA EuroCongress.

The Award is accompanied with a certificate featuring the FECAVA Logo and the signature of the FECAVA President. In the case of a five year sponsorship of the award, the certificate will additionally feature the name of the sponsor.

Applicants have to be:

- FECAVA members
- Veterinarians
- Working in the field of companion animal veterinary medicine

The award can only be given once to an individual.

Applicants can be nominated by other veterinarians who are FECAVA members or by FECAVA member or associate member associations.

The nomination has to outline in not more than 200 words why the nominee would be a worthy recipient of the Award.

Nominations have to be received not less than three months before a FECAVA EuroCongress.

All nominations have to be send to the FECAVA Head Office in Brussels and have to be addressed to the attention of the FECAVA Honorary Secretary. The Secretary (with the help of the Head Office Administrator) is forwarding all applications to an awarding committee consisting of the French FECAVA Director (who is chairing the committee), two members of the FECAVA Board (usually the Past President and the President) and two other randomly selected FECAVA Directors. The committee members will have to conduct their meetings electronically (e-mails, Skype, other telephone conferences etc.). The decision of the Committee is final and no explanation will be given why one candidate was chosen over another.

The successful candidate should be informed not less than 2 months before a FECAVA EuroCongress.

FECAVA will pay for the European travel expenses in economy class, for standard hotel accommodation and the recipient will have free access to the EuroCongress Trade Exhibition and to the Opening Ceremony of the EuroCongress.

If a successful candidate cannot attend the Opening Ceremony, he or she can be represented by his or her national FECAVA Director or by another nominated person who is attending the EuroCongress (no travel or other expenses will be paid).

The Award will be presented to the successful applicant by a representative of the sponsor and a FECAVA Board member or by another Board appointed senior personality of the Federation.

TIME TABLE:

A year or more before a EuroCongress:

- Design the Award and the Certificate (+/- frame)
- Finding a sponsor (in line with sponsorship prospectus)
- Appointing of a committee according to the guidelines above.

At least 6 months before a EuroCongress:

- Announce and advertise the DCA (through national member associations, the sponsor and thorough FECAVA's media presence)
- Invoicing of the sponsor through the FECAVA Treasurer (5000 Euros for a one year sponsorship and 20 000 Euros for a five year sponsorship)

At least 3 months before a EuroCongress:

- FECAVA Head Office/Honorary Secretary to receive applications and to forward these to the committee. The committee to make sure that all applications meet the requirements of the SOP and to communicate with all parties as necessary.

At least 2 months before a EuroCongress:

- The DCA Committee to decide on a successful candidate, to contact the successful candidate and to instruct the FECAVA secretariat to invite the candidate to the Opening Ceremony of the forthcoming EuroCongress. Hotel and Travel to be arranged for the Award recipient.
- FECAVA Secretary to arrange the engraving of the medal
- FECAVA Secretary to inform the sponsor
- FECAVA Secretary to inform Congress organiser and media about the identity of the Award recipient. Mention on website and on FECAVA social media presence.

At the EuroCongress:

- FECAVA Secretary or an appointed Director to communicate with the recipient of the Award regarding the awarding ceremony and to assist the recipient during his/her stay.

Not more than 60 days after the EuroCongress:

- FECAVA Head Office to reimburse the recipient for all expenses as outline above following submission of receipts and approval by the Honorary Treasurer.