



## **Guidelines for the FECAVA Eurocongress**

(These Guidelines should apply for FECAVA EuroCongress 2021 onwards)

### **Name of the congress**

The FECAVA Eurocongress (i.e. the 28th FECAVA Eurocongress).  
The name should also apply to the joint FECAVA/WSAVA Congress (i.e. the 40rd WSAVA World Congress and 28th FECAVA Eurocongress)

**Web address:** [www.fecava\(year\).org](http://www.fecava(year).org)

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

### **The philosophy 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 inspirational and popular scientifically and socially and at the same time attractive to the sponsors. The FECAVA Eurocongress should always be easily recognizable as a FECAVA Congress.



### **Frequency**

Annually, ideally with an interval of at least eight months between one FECAVA EuroCongress or a 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, ideally 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 (**Appendix I**).



## **Composition and duties of the organizing committees**

There should be three committees:

**1. ECC (EuroCongress Committee).** The main task of the ECC is advisory and comprises members who have experience of congress organization over a number of years.

Members will include:

- A FECAVA Liaison Officer (usually a Board Member)
- FECAVA Directors of the previous two FECAVA EuroCongresses and all Directors of the forthcoming EuroCongresses

**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.

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



**3. SOC (Scientific Organizing Committee):** The SOC is responsible for the preparation of a scientific programme in accordance with the SOP for a FECAVA (**Appendix I**)

- Chairperson appointed by the organizing Association(s)
- Number of members decided by the organizing Association(s)
- Includes a FECAVA Board member. Expenses of the FECAVA Board member will be met by FECAVA
- Ideally representatives of FECAVA's associated member organisations depending on the subject areas of the scientific programme

Communication and meetings may be by e-mail, telephone conference and at least 1 (face to face) meeting per year.

#### **Congress theme**

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

#### **Structure of the scientific 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.  
All workshop have to meet the requirements of FECAVA's Principles for organizing Wetlabs (**Appendix III**) or Workshops with live animals (**Appendix IV**)
- FECAVA Symposium



### **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. The SOC has to inform all speakers in advance at the time of invitation of any national tax payable in the host country.

### **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.

### **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



### **Symposia**

- Preferably at least 2 themes of importance for all European veterinarians shall be se-elected (pharmacy, specialization, pharmaco vigilance, nurses, etc.)
- Speakers to be invited by the LOC.

### **Company Symposia**

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

### **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

### **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.

### **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 with slides during lecture breaks.
- 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.

### **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.

### **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.

Regular - at least annual financial updates - should be prepared for the FECAVA Board and for FECAVA's Financial Advisory Committee (FAC).

- 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 2021 there will be a capitation fee of 6.00 € + VAT (at the current rate in Belgium) per fee paying delegate (this excludes student and nurse delegates) to FECAVA. 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.

An upfront payment of 3000 € + VAT (at the current rate in Belgium), which is the equivalent of 500 fee paying delegates has to be made to FECAVA at the time of a successful bid for a FECAVA EuroCongress or for a joint WSAVA/FECAVA Congress.

- Sponsorship

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

- 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 (**Appendix I**).

## **FECAVA Requirements**

### **Facilities**

- A meeting room for FECAVA Council for one full day with a capacity of 60 people including audio-visual equipment as requested.
- Up to four meeting rooms for working group committees with a capacity for up to 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 Board members, Directors, Past Presidents, FECAVA's Media Director, Executive Assistant to the Board and invited FECAVA guests as follows: WSAVA, UEVP and FVE representatives and for up to six further guests of FECAVA.
- Exhibition area access passes for accompanying persons, Blue Dog representatives and representatives of future FECAVA EuroCongress or joint WSAVA/FECAVA Congresses.

### **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**

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

- FECAVA Board members



- FECAVA Directors
- FECAVA Guests (up to six)
- FECAVA Award winners
- FECAVA Past Presidents
- FECAVA Media Director
- FECAVA Executive Assistant
- Speakers of the FECAVA Symposium
- 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 accommodation of the FECAVA Board, the FECAVA Media Director and for the Executive Assistant of FECAVA
- The Directors' own associations pay for the Directors' accommodation

#### **Other requirements**

The congress organizer should allocate free exhibition stands for all organizers of future Euro Congresses, for FECAVA and for the "Blue Dog Project" or additional projects or working groups as requested by FECAVA. The organizer has to provide the stands with free power supply, chairs, a table and WIFI.

A FECAVA Board meeting should be hosted at the city of the congress venue within two years of the congress with the meeting room and accommodation for the Board members to be provided by the host association ( travel expenses and all other cost to be paid by FECAVA).



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

**Appendix II :**  
**Standard Operating Procedures (SOP) for the FECAVA Symposium at a FECAVA EuroCongresses or at a joint Congress with WSAVA**

**Appendix III**  
**FECAVA's Principles for organising Wetlabs**

**Appendix IV**  
**FECAVA's Principles for organizing Workshops with live animals**

**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.
  - a. How is the city suited to host the FECAVA Eurocongress in relation to attractiveness, accessibility etc.?
  - b. How is the venue suited to host the FECAVA Eurocongress when it comes to location, lecture halls, exhibition area etc?
  - c. Describe the opportunities for accommodation
- **The delegates** How many delegates (local delegates, foreign delegates, students and accompanying 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.

### **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.

1. **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.

2. **Written agreements**

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

- **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 and socially to the delegates and to the sponsors. **The FECAVA Eurocongress should always be easily recognizable as a FECAVA congress.**

Confirmed sponsors should be encouraged to actively promote the congress on their website and on their social media sites.

- **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:

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

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

- The design should be created by a professional
- 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.
- The design should also reflect the fact that the congress is a veterinary congress.
- 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
- The names and logos of FECAVA, the host organization(s) and the technical organizer should be included in the design.
- 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 EuroCongresses.
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**

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.
  - a. 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](http://www.fecava.org)
  - VetAgenda. Veterinary events worldwide [www.vetagenda.com](http://www.vetagenda.com)
  - IVIS. International Veterinary Information Service. Register, log on and include the congress in the calendar of events [www.ivis.org](http://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](http://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:
  - Posters/roll up banners for exhibition stands
  - Flyers
  - People to be on the stand dressed in congress t-shirts or similar.



- Screen with video presenting the hosting country/countries – vets, culture, nature etc.
- Give-aways
- 3. Develop a PowerPoint presentation or slides to be shown in the lecture halls during the breaks. The presentation should run automatically.
- 4. Prepare a presentation for the closing ceremony of the previous congress 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.
  - FECAVA's own website [www.fecava.org](http://www.fecava.org)
  - VetAgenda. Veterinary events worldwide [www.vetagenda.com](http://www.vetagenda.com)
  - IVIS. International Veterinary Information Service [www.ivis.org](http://www.ivis.org)
8. Consider offering discounts to delegates for early registration

#### **Appendix II :**

#### **SOP for the FECAVA Symposium at FECAVA EuroCongresses and at joint Congresses with WSAVA**



The FECAVA Symposium is a stream of scientific lectures held annually as an integral part of a FECAVA EuroCongress or of a joint Congress with WSAVA (from here on only referred to as “Congress”).

### **Form of the FECAVA Symposium**

The Symposium takes the form of a block of lectures (usually 4-6 lectures) addressing a contemporary theme of scientific interest covering a whole morning or afternoon session of a Congress. Usually 2-4 speakers are chosen to give presentations at the Symposium, providing that the cost of their honoraria and expenses stays within the budget FECAVA as agreed for the Symposium.

The theme of the Symposium is chosen by the FECAVA Board, but the hosting association is invited to make suggestions for the choice of lecturers, for subjects covered or for the general theme of the Symposium, which the Board will take into account.

The speakers of the Symposium have to be European, unless the nature of the subject indicates that a non-European lecturer should be included.

### **Organising the FECAVA Symposium**

Once the theme of the Symposium and the lecturers of the Symposium have been selected, an appointed member of the FECAVA Board will contact the Symposium speakers. This task can also be delegated to another FECAVA Council member or to the local host association. The appointed person has to agree with the speakers a theme for his/her presentation(s) and has to inform the speakers about the honorarium and the extent of payment for the speaker's expenses (see below).

The speaker has to confirm his/her attendance in writing after accepting a speaking commitment at a FECAVA Symposium. A cc of the email exchange should go to the board (or board member concerned) and to the FECAVA Editor.

### **Financial aspects of the FECAVA Symposium**

The total budget (paid by FECAVA) for the symposium is 4000 Euros. This amount has to cover economy class European travel expenses, up to two nights' accommodation and speakers' honoraria. Congress registration



and single tickets for social functions are to be provided by the national congress organiser.

Speakers are to be paid a minimum of 200 Euros per lecturing hour and an additional 200 Euros for producing a paper (> 2000 words) based on the lecture or 100 Euros for producing a summary (but only if the summary is not part of the congress proceedings already) of their lecture, as requested by the editor of the FECAVA media. Decision on producing a paper or summary should be taken before the symposium.

All speakers have to invoice the FECAVA head office within 60 days following the Symposium with their claims, providing original receipts for their expenses plus their banking details to enable FECAVA to arrange an electronic transfer of funds. Speakers are responsible for the payment of their own taxes or other contributions as necessary. The SOC of a congress has to inform both FECAVA and all speakers well in advance of a congress about national taxes that might have to be paid or that might be deducted from speakers honoraria. Payment will only be made if any papers requested have been received in good order.

### **Speaker commitments**

All speakers have to confirm in advance in writing that they agree to speak at the FECAVA Symposium.

Additionally, all speakers have to confirm that they will produce a scientific article or a summary of their presentation as requested by FECAVA or by the editor of FECAVA's media presence.

All speakers agree further to produce a summary – if requested by the Congress organiser – to feature in the Congress proceedings.

### **Time table for the organisation of the FECAVA Symposium**

At the time of national association's application to host a Congress (and ideally not less than 2 years before a Congress):

Submission of suggestions for the theme of the FECAVA EuroCongress by the proposed host (to be considered by the FECAVA Board).

Not less than 1 year before a Congress:

Agreement regarding the theme of the Symposium, the speakers and the subject of the lectures.

Appointment of a person responsible to invite and to communicate with the speakers and to make the speakers aware of their commitments.



Communication with the speakers through the appointed person and receipt of written confirmation that the speakers agree to give a presentation at the Symposium and to produce a summary or an article as requested under the above mentioned terms.

Communication with the scientific chair of the Congress to make sure that the themes and the timing of the Symposium fits into the main scientific programme of the Congress.

Not less than 6 months before a Congress:

FECAVA Head office to arrange accommodation for the speakers at the Congress location.

Submission of summaries of all presentations for Congress proceedings if requested by the Congress organisers.

At the Congress:

The appointed person to look after the speakers at Congress and to support logistically the speakers before and during the Symposium with their presentations.

Not more than 30 days after the Congress:

Speakers to submit written summaries or a scientific article to FECAVA as requested.

Speakers to submit an invoice with original receipts to the FECAVA Head Office.

Not more than three months after a Congress:

FECAVA to settle speakers' invoices.

### **Appendix III : FECAVA's Principles for organizing Wetlabs**

Wetlabs for clinical instruction will not be permitted unless the FECAVA Board after consultation with the Euro Congress Committee has approved the specific procedures. The clinical relevance of a wetlab has to be assured. A proposal has to be submitted at least 12 months before a congress addressing the following points:



1. Wetlabs have to be performed within the legal framework of the national laws of the organizing country and in accordance with international laws.
2. Wetlab material has to be sourced in a legal and ethical manner after seeking the owner's consent. It is not acceptable that animals are euthanized for the purpose of a wetlab.
3. All wetlab material has to be stored in a contained and secure facility for the whole duration of the workshop, especially when not used during the day or overnight.
4. There has to be constant assurance of ethical handling and later disposal of all wetlab material. The wetlab organizer has to specify in detail how and where all material is to be disposed.
5. The organizer has to submit detailed descriptions of the demonstrations including the amount and details of animal material to be used.
6. Wetlabs have to be conducted in a clean and professional working environment, assuring a level of good hygiene and infection control.
7. The arrangement of and the participation in a wetlab should be limited to only suitably qualified and authorized persons and should be limited to a previously agreed number of participants.
8. The access to, and the advertisement and subsequent publication of, wetlabs should be under the strict control of the national organizer in cooperation with FECAVA.
9. Provisions have to be made for suitable alternative arrangements in case of short comings with the previous points or in the case of justifiable criticism of participants or external bodies.
10. In the case of a joint congress with the WSAVA or any other veterinary association, all wetlabs have to meet the requirements as specified in Article 12 of WSAVA's CEC Guideline regarding "The Use of Live Animals or Cadavers" or any other guidelines of a participating veterinary association.

**Appendix IV:  
FECAVA's Principles for organising Workshops with live animals**



Workshops with live animals will not be permitted unless the FECAVA Board after consultation with the Euro Congress Committee has approved the specific procedure. The clinical relevance of a workshop involving live animals has to be assured. A proposal has to be submitted at least 12 months before a congress addressing the following points:

1. Workshops have to be performed within the legal framework of the national laws of the organizing country and in accordance with international laws and especially animal welfare legislation. All procedures have to be non-invasive and should cause no pain or distress and should not require analgesia or anaesthesia.
2. Animals for a workshop have to be sourced or recruited in a legal and ethical manner including a written owner's consent. All animals must be of suitable temperament to allow examination without stress to the animal or danger to the participant. Owners of animals used in clinical instruction must sign a waiver releasing FECAVA and its agents from any liability related to the animal's participation and involvement.
3. All workshop animals have to be housed or contained appropriately and have to be provided with sufficient water, food, rest and exercise for the whole duration of a workshop. Any animal which appears distressed should be removed from the workshop immediately and its needs attended to.
4. All animals have to be handled professionally with the specific intention of avoiding any discomfort and pain.
5. The organizer has to submit detailed descriptions of the demonstrations including the number and details of animals to be used.
6. Workshops have to be conducted in a clean and professional working environment, assuring a level of good hygiene and infection control.
7. The arrangement of and the participation in a workshop should be limited to suitably qualified and authorized persons and to a previously agreed number of participants.
8. The access to, and the advertisement and subsequent publication of workshops should be under the strict control of the national organizer in cooperation with FECAVA.
9. Provisions have to be made for suitable alternative arrangements in case of short comings with the previous points or in the case of justifiable criticism of participants or external bodies.



10. In the case of a joint congress with the WSAVA or any other veterinary association, all workshops have to meet the requirements as specified in Article 12 of WSAVA's CEC Guideline regarding "The Use of Live Animals or Cadavers" or any other guidelines of a participating veterinary association.