



European Congress of Veterinary Dentistry Basic Guidelines for Organisers

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European Congresses of Veterinary Dentistry (ECVD) are organised by the European Veterinary Dental Society (EVDS) in cooperation with a local organising committee (LOC) and the European College of Veterinary Dentistry (EVDC). Anyone wishing to propose hosting an ECVD must form a local organising committee* which must contain at least one member of the EVDS. This committee must produce a detailed congress proposal covering the points detailed below. The proposal must then be submitted to the EVDS Secretary for consideration by the EVDS Board. See the EVDS Website (www.evds.info) for contact details.

These are basic guidelines. More detailed guidelines will be made available after acceptance of the proposal.

**Organising a congress is a big job. Whilst there is no specific requirement for the makeup of an organising committee, in the past, committees consisting of a chairperson, secretary and treasurer as core unit worked well. Further staff will be needed at a later stage.*

1. Timing

- a. The ECVD is held in spring, preferably on the 3rd weekend in May.
- b. The main congress will be Friday and Saturday, with pre-congress training sessions (normally including wetlabs) organised by the EVDC on Thursday. Various business meetings take place on the days before and after the main congress.
- c. Proposed dates must not clash with already published dates of any other national or international veterinary congresses.
- d. Proposals must normally be submitted three years before the proposed congress date.
- e. The deadline for submitting proposals to the EVDS Board is November 1st, three calendar years before the proposed congress (e.g. for the congress in May 2030 the deadline is November 1st 2027).

2. Suitable Location

- a. Easy access is essential for international visitors, by air, road and/or train.
- b. Transfer from airports and main train stations must be straightforward for people who do not understand the local language.
- c. Local organisers must have visited the proposed location, venue and hotels, and have checked ease of use of local transport personally before submitting a proposal.



3. Requirements for Venue

Main Congress (2 days)

- a. Easy access from the main hotels, if possible at the same venue.
- b. One lecture room suitable for 150 – 200 participants, with full audio-visual facilities (sound system plus computer projection for power point presentations, a laser pointer, plus back-ups in case of problems, cordless microphone for discussions).
- c. Two lecture/seminar rooms close by, suitable for 50+ participants with full audio-visual facilities.
- d. A private room/area for speakers to prepare.
- e. An area and facilities for clinical and research poster displays. This may be located within the commercial exhibition.
- f. An area close to the lecture room for the commercial exhibition, with space for at least 10 sponsor displays and all delegates, preferably more than 250 square metres.
- g. Coffee/tea facilities available in the commercial exhibition area with adequate space for queues.
- h. Lunch facilities close to the commercial exhibition. A quick service with little waiting time is important and there must be adequate seating for all delegates to sit together.

Pre-congress (EVDC) Study Day

- a. The EVDC Study Day will be held on the Thursday.
- b. The study day venue will preferably be at the same as the main congress but availability of suitable facilities is more important.
- c. Straightforward access from the main hotels, i.e. within a 15 minutes walk or with simple public transport access.
- d. Two rooms, each suitable for wet labs, i.e. with easy-clean tables and seating for up to 16 participants, with hand washing facilities within the rooms and sufficient space for additional tables and the required equipment.
- e. One room suitable for seminars, mock exams and/or clean procedures with seating for 24-30.
- f. Computer projection facilities (projector and screen) will be required in all 3 rooms.
- g. Other equipment will be organised by EVDC with the assistance of sponsors.
- h. The cleaning up after the training sessions typically takes about 2 hrs. Some local assistance with this is appreciated and helps keep venues happy.

4. Hotels, Restaurants, Social Program

- a. Hotel accommodation must be available for 350+ delegates, if possible at the same venue but not more than 10-15 minutes journey from the congress venue.
- b. Rooms must be available at a range of standards and at reasonable prices: Special congress accommodation rates should be negotiated. It is advisable to cooperate with the local tourist office (they have a lot of experience and are strong partners of hotels).
- c. The accommodation must be reserved from Monday to Sunday (staged).



- d. Availability of leisure facilities is less important than price and convenience, BUT accommodation must be adequate and decent and there should be a choice of price classes.
- e. It is good to have a location with a variety of local restaurants, places of interest and tourist facilities for accompanying persons.
- f. It is customary to hold a congress dinner. This may be at the congress site or another suitable local venue nearby.

5. Scientific Program

- a. This is the responsibility of the scientific committees of EVDS and EVDC, but local input is welcome. Key Note Speakers may be proposed and contacted by the Local Organisation Committee.
- b. The honorarium (payment) for Key Note Speakers must be pre-approved by, and may then be paid by the EVDS.
- c. The definitive details of Key Note Speakers including their names, duration and the title of presentations must be notified to the EVDS President Elect by the deadline for submission of papers (1st October). Note that Key Note Speakers are expected to submit a text for publication in the congress proceedings.

6. Budget

- a. A preliminary budget, including likely costs of the venue, catering (coffee/tea in breaks, lunches, congress dinner) and any transport that will be provided must be included in the proposal for a congress.
- b. Some of the EVDS Main sponsors already cover congress expenses such as publication of the proceedings book, lunches, coffee breaks, stationery (notebooks, pens, congress bags etc). This information will be provided to local organisers if their congress proposal is accepted so that sponsors are not annoyed by duplicate requests.
- c. A revised budget will be required by the EVDS Board about 15 months before the planned congress. This must include detailed costs of the venue, catering, transport and all other foreseen expenses, plus details of any locally agreed sponsorship income. A standardised budget format will be available.
- d. The EVDS Board members, the webmaster and up to 3 local organising committee members will have free entrance to the congress when proposing registration fees.
- e. The speakers will have a discount on the fee according to the number of presentations they make.
- f. An EVDS Board meeting will be held at the congress venue about one year before the congress. At this time the Board will want to examine the venue and will require an updated budget.
- g. If not already set, congress registration fees must be agreed with the EVDS Board at this time.

7. Communication between the Local Organisation Committee and the EVDS

- a. Initial congress proposals must be addressed to the EVDS Secretary as stated above (contact details are available on the EVDS web site www.evds.info).



- b. Once a proposal has been accepted, local organisers will be provided with relevant information such as existing sponsors and expected budget layouts.
- c. The primary EVDS contact for local congress organisers will normally be the EVDS President Elect, but all correspondence must also be copied to the EVDS Secretary.
- d. The EVDS President Elect and Secretary must receive confirmation of Congress details (definitive venue, hotel, travel details, current sponsors) from the Local Organisation Committee at least 15 months before the Congress.
- e. From this stage onwards the local organisers must provide regular progress reports.
- f. Initial promotional information, pictures, maps and local tourist information must be provided in a format that can be used for publication and advertising at least 12 months before the Congress (before the previous year's congress).
- g. The congress website can be set up immediately a congress proposal has been accepted and should be done no later than 12 months before the congress. The webmaster will require a wide selection of images of the venue and to be kept updated of developments. Local organisers are advised to familiarise themselves with the content of current ECVD websites.
- h. A member of the local organizing committee is required to give a short presentation about their congress at the preceding congress (i.e. about 12 months before their congress). This presentation must be supplied to the webmaster for addition to the website.
- i. As soon as possible following the congress the local organisers will provide a full set of financial accounts for the congress.

8. Acquiring Sponsors

The local organising committee must be aware, that acquiring local sponsors is mandatory for a successful congress. A list of local sponsors and a rough estimate of donations shall be presented at the pre congress meeting one year before. The search for and negotiation with sponsors is a continuous process, which ends shortly before the opening of the congress.