

22. Appendix 3: Congress Planning Timelines

Below are important activities related to the organization of the ISVC along with recommended and mandatory dates of completion. It is expected that the LOC and / or ISVC Scientific Committee will modify some of these timelines as the local situation dictates, but severe deviations / delays should be discussed firstly with the ISVA executive committee, particularly if caused by adverse events.

ACTIVITIES	TO BE COMPLETED BY...	ACTUAL DATE TO COMPLETE
Notified of winning bid	3 years prior to ISVC	
Establish local organizing committee	3 years prior	
Set scientific committee members	3 years prior	
Set up ISVC website	2 years prior	
Notify ISVA members of website	2 years prior	
Publish and promote sponsorship options	2 years prior	
Set preliminary scientific programme including topics, roundtables, forums and possible invited speakers	2 years prior	
Publish and promote tentative itineraries for pre/post conference tours	18 months prior	
Invite keynote / plenary speakers	18 months prior	
Call for proffered papers. Indicate preferred topic areas if applicable	18 months prior	
Confirm sponsorship support	12 months prior	
Finalize scientific programme with confirmed invited speakers - publish on website	12 months prior	
Full details on website including tours, social programmes, cost of registration, accommodation options, etc.	12 months prior	
Open registration	8 months prior	
Send decisions on accepted proffered papers and format of paper (oral / poster)	6 months prior	
All manuscripts finalized including invited manuscripts	6 months prior	
Full programme and schedule available for registrants including proffered papers	2 months prior	
International Sheep Veterinary Congress		
Submission of audited accounts to ISVA - mandatory	6 months post ISVC	
Provision of database information to ISVA - mandatory	6 months post ISVC	
Historical summary of ISVC events. Include advice to future ISVC hosts. Highlights will be posted on ISVA website.	6 months post ISVC	