



# International Sheep Veterinary Association

## Congress Rules and Procedures

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### Table of Contents:

1.	Introduction .....	2
2.	Application to Host the ISVC .....	2
3.	ISVA Triennial General Meeting .....	3
4.	International Sheep Veterinary Congress Bid Process .....	3
5.	Local Organising Committee .....	4
6.	Budgeting and Financial Control .....	5
7.	Sponsorship .....	5
8.	Scientific Programme Committee .....	5
9.	Scientific Programme .....	5
10.	Congress Proceedings .....	7
11.	Registration and Fees .....	7
12.	Complimentary Provisions .....	7
13.	Commercial Exhibits .....	8
14.	Social Programme .....	8
15.	Accompanying Persons Programme .....	8
16.	Pre and Post Congress Tours .....	8
17.	Database & Information Provision .....	9
18.	Advertising and Promotion .....	9
19.	Closing Ceremony .....	9
20.	Appendix 1: International Sheep Veterinary Congress Bid Scoring Sheet .....	11
21.	Appendix 2: Guidelines for Manuscript Preparation .....	12
22.	Appendix 3: Congress Planning Timelines .....	13

## Preamble

This document sets out the more formal and mandatory rules and procedures for the organisers of future International Sheep Veterinary Congresses to follow. It should be read in conjunction with the document entitled “**Recommendations and Guidelines for Organisers of ISVA Congresses**”. The latter document is essentially a set of helpful hints and recommendations, based on previous experience, to help guide organisers to provide what delegates expect.

## 1. Introduction

- 1.1. The International Sheep Veterinary Association (ISVA) will hold an International Sheep Veterinary Congress (ISVC) approximately once every three years, typically organised by the national sheep veterinary organization or a delegated local organizing committee of the country in which the ISVC will be held.
- 1.2. ISVC venues should be distributed equitably around sheep producing countries and decided by ISVA member countries at least three years prior to the next scheduled ISVC and when possible, at the preceding ISVC as laid down in the ISVA Constitution.
- 1.3. Other meetings/conferences may be facilitated by ISVA, but the main emphasis will be on the three yearly congresses.

## 2. Application to Host the ISVC

- 2.1. An application to host the triennial ISVC can be made by the sheep / small ruminant special interest branch of a national veterinary association, or group of veterinarians with a special interest in sheep should no official sheep special interest group exist in a member country.
- 2.2. The time frame for the bid process will not be at times less than:
  - Letter of expression of interest to the ISVA executive committee - six (6) months prior to the triennial general meeting (TGM) at which the bid presentations will be made and voting will occur;
  - ISVC Bid proposal to the ISVA executive committee - three (3) months prior to the TGM;
  - All bid proposal documents will be sent to ISVA voting member countries two (2) months prior to the TGM.
- 2.3. A detailed plan of the ISVC bid proposal should be submitted to the executive committee of the ISVA. The format to be used is electronic PDF document, ideally a “true” or digitally created searchable PDF and not a scanned PDF. It should be sent by email attachment or an agreed-upon shared document platform to the ISVA secretary-treasurer. The proposal should include information on the following items:
  - The organisation or group hosting the congress including names, positions and contact information of the individuals proposing the bid.
  - Letter of support from the national veterinary organization.
  - Proposed dates. Length of the ISVC is usually 4 to 5 days.
  - Location (city) of the congress.
  - Venue facilities for:
    - Plenary sessions (typically for up to 1000 persons).

- 3 – 4 parallel sessions (typically for 100 – 300 persons each).
- Commercial exhibitions (preferably with adequate space for delegate day catering provision).
- Scientific exhibitions, e.g. poster sites.
- Technical facilities to allow for virtual attendance is optional but should be seriously considered to allow for remote attendance.
- Location(s) and indicative cost of accommodation.
- Local and international transport options.
- Ideas for pre and/or post congress tours.
- Ideas for the social programme.
- A draft budget that includes estimated costs and anticipated revenues, as well as sponsorship plans. Prices should be in the currency of the hosting country as well as current conversion rates for USD, GBP, and Euro. Other conversion rates may be included if desired.
- Proposed professional conference organiser (PCO) or other means of logistics management.

### 3. ISVA Triennial General Meeting

- 3.1. The local organising committee (LOC) of the ISVC must organise a suitable venue and time to hold the ISVA Triennial General Meeting (TGM), and inform the ISVA secretary-treasurer of this at least 3 months in advance. This meeting will be chaired by the current ISVA president.
- 3.2. During the TGM the ISVA is in charge. At this meeting, there will be inter alia, voting for incoming executive committee members as laid down in the ISVA Constitution, and other agenda items as required. Voting may be in person as well as virtual at the discretion of the ISVA executive.

### 4. International Sheep Veterinary Congress Bid Process

- 4.1. Bid presentations and voting will usually be done at the time of the TGM associated with the current ISVC; in exceptional circumstances where time does not permit this, the presentations and voting will be done virtually. This will be organized and overseen by the ISVA executive.
- 4.2. The voting rights are laid out in the ISVA Constitution and are as follows: all ISVA member countries attending the bid presentations either in person at the congress, or virtually when this option is offered, are entitled to **one (1) vote**; in addition, all member countries that have previously hosted an international congress will have an **additional one (1) vote**; and those member countries with a special interest veterinary group that pertains to sheep shall also be entitled to a **further one (1) vote**. This list and allowable votes is posted on the ISVA website.
- 4.3. The name and contact information of the designated voting delegate must be submitted by the represented veterinary organization of the member country, to the ISVA secretary-treasurer **at least 2 weeks prior to the vote**. This individual must be a member in good standing in that veterinary organization. They must have personally viewed the bid presentations prior to voting; consultation with other veterinary organization members is encouraged but not required.

- 4.4. The designated voting delegate will cast all the votes allotted to the country they represent. Proxy votes for this purpose are not permitted.
- 4.5. All voting delegates of ISVA member countries at this special meeting will be provided with a scoring sheet (Appendix 1. International Sheep Veterinary Congress Bid Scoring Sheet) to assist them in assessing the bids.
- 4.6. Provision must be made for confidentiality of the actual voting process. Voting delegates be provided with either a paper or secure electronic means to register their vote to the ISVA.
- 4.7. The outcome shall be decided on the basis of a simple majority (>50% of the votes). In the event of a tie where there are 3 or more countries bidding, the country with the least votes shall drop out and votes will be cast again. In the event of a tie where there are 2 countries bidding, the current ISVA president shall have a casting vote.
- 4.8. The executive committee of the ISVA shall subsequently appoint:
  - The chairperson of the scientific programme committee. Ideally this person should reside in the host country for the next ISVC.
  - At least two and up to six additional members for the Scientific Committee who reside outside the intended host country.
  - A nominee to act as liaison with the LOC of the ISVC who would ideally be the current president or designated representative of that ISVC.

## **5. Local Organising Committee**

- 5.1. Primary responsibility for the efficient conduct and financial success of the ISVC will be vested with the LOC nominated by the host country's national sheep veterinary special interest branch or national veterinary association.
- 5.2. The organising committee is responsible for the following:
  - Budgeting and financial control.
  - Sponsorship organisation.
  - Scientific programme in conjunction with the scientific programme committee.
  - Proceedings - either print or electronic format.
  - Registration logistics (including on-line registration).
  - Commercial exhibitions.
  - Social programme.
  - Accompanying persons programme.
  - Pre and / or post congress tours.
  - Advertising and promotion.
  - Provision of accommodation details to delegates.
  - Provision of other mutually agreed ISVA requirements (e.g. meeting room facilities, programme allowance for any awards, etc).
- 5.3. The ISVA executive committee is to be kept up to date with congress progress - this can be done by the liaison nominee of the ISVA. The ISVC LOC is responsible for quarterly reports to the ISVA, and in the 12 months preceding the ISVC, they will provide monthly reports. The format and scope of these reports is to be agreed upon by the ISVC chair and the ISVA president.

- 5.4. Any proposed changes to the date, location, or other substantive changes of the ISVC as detailed in the winning bid documents after awarding of the bid, need to be immediately communicated to the ISVA executive, along with reasons, and cannot proceed without its approval.

## **6. Budgeting and Financial Control**

- 6.1. It is the responsibility of the LOC to manage the finances of the congress and full financial liability lies with the host association. All accounts for the congress must be kept separately from accounts of the hosting organization.
- 6.2. Any financial surplus may be retained by the host organisation for disbursement at their sole discretion after ten (\$10) USD per delegate is paid to the ISVA within six (6) months of the conclusion of the ISVC. This is to defray expenses and assist with its objectives. This figure should be reviewed after each congress by the ISVA executive committee.
- 6.3. Within six (6) months of completion of the ISVC, the LOC chairperson *must* send to the ISVA president a set of ISVC accounts externally audited by a certified public accounting (CPA) firm.

## **7. Sponsorship**

- 7.1. The total amount of money required from sponsorship of the ISVC should be carefully calculated in advance by the LOC in the context of a complete congress budget.
- 7.2. Various sponsorship formats may be considered by the LOC, but a differentiated format is encouraged (e.g. Platinum/Gold/Silver/Bronze sponsors). The benefits of such sponsorship can be negotiated between the LOC and sponsors.
- 7.3. Sponsors will not have input into the scientific programme or will sponsor speakers within the general sessions.

## **8. Scientific Programme Committee**

- 8.1. The LOC shall set up a scientific programme committee, the chairperson and at least two nominees of which are appointed by the ISVA (see 4.8). The remainder of the Scientific Committee shall be appointed by the LOC. The responsibility of the Scientific Committee is to review and select papers to be presented with the aim to produce a scientific programme of international standard, and one that utilises speakers from around the world.

## **9. Scientific Programme**

- 9.1. The development of the scientific programme should follow timelines incorporated in Appendix 3: Congress Planning Timelines. It is recognised however, that on occasions late topics of current interest will need to be included.
- 9.2. A four day format has historically proven successful and is therefore preferred; however, this format is not obligatory.
- 9.3. The language of the ISVC shall be English. If the LOC considers it will markedly help

- attendance, a translation service to the local or other languages may be considered; however translation services are expensive, should be appropriately budgeted, and are not obligatory.
- 9.4. It is usual for the main programme to incorporate a mix of plenary and concurrent (parallel) sessions. It is therefore important that at least one large lecture hall is available based on historical attendances, plus a number of smaller lecture rooms for parallel sessions.
- 9.5. Scientific papers can be sourced from:
- *Invited speakers* – a small number of keynote international speakers may be invited by the scientific programme committee.
  - *Proffered speakers* – a call should be issued at least 18 months ahead of the congress for scientific presentations from any member who wishes to proffer a paper.
  - Proffered papers on research funded by private companies are welcome. However, funding sources must be declared.
- 9.6. It is recommended that speaker contracts be utilised so that misunderstandings are avoided.
- 9.7. Every effort should be made to include speakers, both invited and those delivering proffered papers, from around the world and as a guide at least 50% of the scientific programme should be allocated to speakers from other than the host country; higher is encouraged to promote an international context to the ISVC.
- 9.8. The Scientific Committee will ultimately decide which presentations will be used in the final programme and in what format (i.e., oral presentations or poster presentations).
- 9.9. All speakers will submit to the Scientific Committee by a defined deadline (refer Appendix 3: Congress Planning Timelines), and according to defined manuscript guidelines (see Appendix 2: Guidelines for Manuscript Preparation), a complete electronic manuscript for inclusion in the congress proceedings.
- 9.10. Speakers should also provide a brief speaker biography for the session chairperson.
- 9.11. If funds permit, and at the discretion of the LOC, invited speakers may receive a grant towards some of their expenses. However, speaker payments can impact significantly on overall costs and care should be taken to carefully budget for proposed payments with due regard to the impact upon delegate registration fees.
- 9.12. Reimbursement of expenses to proffered speakers is usually not expected; if funds permit, and at the discretion of the LOC, a nominal reduction in the registration fee may be considered for proffered speakers.
- 9.13. Session chairpersons must be identified beforehand and given a checklist of expectations. These include welcoming, introductions, punctuality and timing, questions, thanking speakers and dealing with any problems that may arise. With any concurrent (parallel) sessions accurate and coordinated timing is critical so that delegates can, if they wish, swap streams between papers with minimal disruption.

## **10. Congress Proceedings**

- 10.1. Proceedings of all papers (in English) must be available during the ISVC (Appendix 2: Guidelines for Manuscript Preparation). Proceedings must be provided to the delegates by the commencement of the conference in one or more of the following formats: paper, PDF of documents provided either on a USB or similar device, or HTML or PDF on a secure website. The electronic format must be searchable, meet accessibility guidelines for those with disabilities, and use a software type that is compatible with different operating systems.
- 10.2. Proceedings should include:
  - Sponsors' recognition page(s) in a prominent position.
  - A table of contents.
  - An author index.
  - A schedule of presentations, meetings and events and their locations.

## **11. Registration and Fees**

- 11.1. Great care is needed in fixing the fee for registration for the ISVC, as this may influence the level of attendance. A balance needs to be struck between charging an economic fee to avoid making a financial loss and making the congress an attractive and affordable event.
- 11.2. Differential registration fees may be charged. For example, early and late registration fees may apply to all categories of registration. Differential registration rates may also be applied for full delegates, day delegates, speakers, host country delegates, student delegates, delegates attending virtually, trade booth staff, etc.
- 11.3. An on-line registration facility is encouraged, but printable PDF forms should also be available for manual submission where required.
- 11.4. Registrants should receive an attendance certificate. Keynote speakers and those providing proffered papers should also receive a certificate of acknowledgement of their contribution to the ISVC.
- 11.5. It is recommended that attendees receive a delegate list with contact details, as this will facilitate future international communication on sheep veterinary matters. The regulations regarding privacy specific to the host country must be followed and appropriate permissions obtained from delegates prior to information sharing.

## **12. Complimentary Provisions**

- 12.1. As per paragraph 6.2 under Budgeting and Financial Control, a levy as agreed beforehand with ISVA may be payable to the ISVA to defray expenses and assist with its objectives.
- 12.2. As per paragraphs 9.11 & 9.12 under Scientific Programme, there may be grants paid to invited speakers, and/or a nominal registration allowance for proffered speakers.
- 12.3. There shall otherwise be no expectation for payment, provision, or consideration to other people including officer holders of ISVA or other organisations.

### **13. Commercial Exhibits**

- 13.1. Adequate space allowance for commercial exhibits is required, as these usually contribute substantially to the finances of the ISVC.
- 13.2. Commercial exhibits should be organised in a location that will allow for the full participation of all companies interested in taking part.
- 13.3. Commercial exhibits should be organised and planned so that all refreshment breaks and luncheons are served within the exhibition area. This will require generous space allocation.
- 13.4. Major sponsors should have first choice of stand location. The remainder can be allocated as seen fit by the LOC.

### **14. Social Programme**

- 14.1. An appropriate and attractive social programme for delegates and their partners is essential to foster collegiality and for the overall success of the ISVC.
- 14.2. The opening ceremony is one of the congress highlights and should be open to all delegates and their partners. Provision should be made at this ceremony for an address by the president of the ISVA as well as appropriate dignitaries. Any special announcements can be made at this time.
- 14.3. At past congresses one of the social evenings has often focused on the culture of the host country and the continuation of this tradition is to be encouraged.
- 14.4. It has also become traditional that delegates from other participating countries/regions be invited to present a short cultural item at one of the evening social functions. Delegates should be reminded of this tradition and an appropriate social function nominated for these items.
- 14.5. **Conference banquet** - where possible this should be held on the night preceding or on the final day of the conference. This should include, as part of the proceedings, the announcement of the winner of the bid for the next ISVC. Countries that submit bids are expected to have a representative attend so that in the event of them winning the bid they can accept the handover of the Shears and the Flag in preparation for the next ISVC. Additionally, they are expected to make a short presentation detailing what is proposed and inviting participants to this ISVC. Other appropriate matters such as awards and gifts may also be scheduled at the discretion of the ISVA president and LOC.

### **15. Accompanying Persons Programme**

- 15.1. An optional programme should be provided for accompanying persons to enjoy whilst delegates are taking part in the scientific programme.

### **16. Pre and Post Congress Tours**

- 16.1. The provision of tours before and/or after the ISVC has become a popular feature of the congresses and every effort must be made to organise appropriate tours.
- 16.2. Historically, one to three tours (depending on demand) have been organised to

accommodate diverse interests and time frames. These tours have ranged from about 5 up to 11 days and incorporated a balance of sheep oriented scientific activities and tourist activities. It should be taken into account that accompanying persons are not necessarily excessively interested in sheep and the science surrounding them.

## 17. Database & Information Provision

17.1. Within **six months** of the completion of any ISVC, an electronic database with the following information will be provided by the LOC to the organisers of the subsequent ISVC:

- All actual & potential attendees.
- All actual & potential sponsor contacts.
- All information provided to sponsors including the details and prices charged for various sponsorship packages.

## 18. Advertising and Promotion

18.1. Congress website. Electronic communication is the most appropriate form of communication for international activities such as the ISVA/ISVC; the IVSC website should be set up at **least two years prior** to the next congress.

18.2. The existence and address of the ISVC website should be communicated to all national sheep veterinary associations, to all previous and potential delegates and to all potential sponsors. This communication should be initiated at **least two years prior** to the ISVC, and continue with increasing frequency (but at least every quarter) up to the date of the ISVC.

18.3. Details of the upcoming ISVC should be added in a timely manner such that by **12 months out from the congress** the following details are available in as much detail as is practicable or possible:

- Full details of pre and/or post congress tours.
- The latest draft of the scientific programme.
- Details of the accompanying persons programme.
- The social programme.
- Registration and accommodation details and costs.
- Deadlines for registration, cancellation and refunds.

18.4. This deadline is to facilitate potential delegates seeking support for their attendance. In some countries application for funds, assistance etc., must be submitted well in advance of the ISVC. Additionally, to take advantage of airlines loyalty programmes travel bookings often need to be made up to 12 months prior to the date of departure.

## 19. Closing Ceremony

19.1. A closing ceremony is to be held at the conclusion of the scientific programme. This may coincide with the final congress banquet and will usually incorporate a change of ISVA president and the badges of office should officially pass from the outgoing to the incoming president.

- 19.2. It is expected that at least one representative from each country that submitted bids for consideration, be present at the closing ceremony for the awarding of the winning bid (see 14.5).