



WSAVA

Global Veterinary Community

Expanded Guidelines for WSAVA Member Associations preparing a bid to host a WSAVA World Congress

Background

At the Assembly meeting in Geneva in 2010 it was agreed that the WSAVA would engage a Professional Congress Organiser to manage the WSAVA World Congresses with the first centrally managed congress to be in South Africa in 2014.

These expanded guidelines do not replace the SOPs for bidding for a World Congress. See website links:

http://www.wsava.org/sites/default/files/SOP_WorldCongressBids_April2012.pdf

http://www.wsava.org/sites/default/files/LocalHostCommitteeGuidelines_July2012.pdf

http://www.wsava.org/sites/default/files/WORLDCONGRESS_AimsAndStructure_March2012.pdf

It is essential to read all three documents before preparing a bid.

If the association has difficulty in understanding the guidelines because of language or cultural difference they are encouraged to state this to the CSC who will endeavour to find a translator.

These expanded guidelines are written to help associations prepare bids.

Regions hosting the Congress every three years:

- Oceania and Asia
- Europe Middle East and Africa
- The Americas

The use of the word 'region' in the SOP and guidelines refers to the whole of the region, not just the country the congress is to be held in.

'Local' refers to the country or state that the bidding association represents or where the majority of its members engage in veterinary activities.

The associations invited to submit bids must be full and paid up member associations for the past 3 years. See WSAVA website for lists of FULL (not associate) Members.

The CSC only requires a short submission. The association must provide all the information requested (see SOP WC Bids).

PROPOSED DATE OF CONGRESS

The WSAVA is held for four days, ideally in September – November. The days of the week proposed are flexible.

Other dates will be considered provided the bidding association gives supporting information and reasons for suggesting different dates.

LOCAL HOST COMMITTEE (LHC)

The LHC should be composed of people with appropriate experience and interest in the success of the congress. It does not need to be a big committee but it will need more than three people and ideally somebody who can communicate in English or have a translator available. The committee must have a member who is a member of the bidding association capable of being a signatory for the association.

The Local Host Committee provides ideas that make the WSAVA World Congress stand apart and reflect the culture of their country. They should be aware of the ethos and mission statement of WSAVA.

Continuing education is a major aspect of the WSAVA World Congress but it is also about sharing experiences and ideas between veterinarians and between the member associations in the region. The bids should demonstrate how the congress can provide a friendly environment for veterinary professionals to meet each other and a means of facilitating regional networks.

The other aim of the World Congress is to facilitate ongoing continuing education and development in the region throughout the year not just at the WC. The bid should provide at least one suggestion as to how the WC can be a platform for starting initiatives which facilitate CPD in the region.

SCIENTIFIC PROGRAM

The bulk of the scientific programme is written centrally by the WSAVA Scientific Programme Committee.

The Local Host Committee writes two streams of the scientific programme. It is important to point out the relevance of the content of the two streams in the Scientific Program to the needs of the veterinarians in the region. The standards in the region may

be diverse so it is entirely appropriate to suggest programs which help lift standards in a practical way.

The LHC must propose an appropriate person with relevant experience and in full command of English to represent them on the Scientific Program Committee.

Congress Finances

There are 3 possible financial models for hosting a WSAVA World Congress.

1. Congress organised by WSAVA PCO
2. Congress organised entirely by the host association using their own PCO
3. Hybrid model involving the host association's PCO working in conjunction with WSAVA PCO

Of these, the first is the most common and the preferred option. Contractual requirements with the WSAVA PCO currently limit the number and frequency of models 2 & 3.

1. Congress organised by WSAVA PCO

An association does not need the financial resources required in the past to underwrite a WSAVA WC. WSAVA's PCO undertakes this responsibility. Issues relating to budgets, finances & registration matters are dealt with by the WSAVA PCO and are overseen by the WSAVA Executive Board Congress Liaison Officer (CLO).

The LHC undertakes activities to promote the congress. These activities will be on the basis of a budget prepared by the WSAVA PCO in consultation with the CLO & the LHC.

In return for undertaking these and other activities as described in the LHC guideline documents the local host association shall receive US\$ 50,000 payable in three (3) tranches over a specified period.

2. Congress organised entirely by a host association using its own PCO

The WC can be hosted by a WSAVA member association with its own core PCO or secretariat. The WSAVA PCO will not be involved.

The association must meet the requirements of WSAVA WC (see SOP for WC Bids and SOP for LHC) and agree to discuss a profit sharing partnership that could approximate the WSAVA PCO guaranteed income of \$300,000 per congress to WSAVA and based on responsibilities assumed. Associations who propose operating the WC without the WSAVA appointed PCO must submit the following documents in their bid:

- Profit and Loss statement from a congress they have operated in the last three years
- Budget for proposed congress
- List of proposed stakeholders
- List of potential major sponsors

A financial agreement will only be binding when signed by the association's CEO and treasurer and the WSAVA treasurer and president.

3. Congress organised using a hybrid model

Where an association has its own PCO or an established relationship with an existing PCO, a hybrid model can be developed. This may be desirable in circumstances binding the local host association such as when an association needs to provide a non-companion animal component to the congress, or does not have the expertise or ability to promote the event internationally.

As there are multiple potential scenarios, each of these circumstances will be unique.

However, the local association must negotiate with WSAVA and WSAVA's PCO to generate adequate income to all three parties. Note that the average congress income guaranteed by the WSAVA's PCO to the WSAVA is USD 300,000

Note:

- The WSAVA does not underwrite congresses that are not operated by their PCO
- The WSAVA does not guarantee congress income

PROPOSED VENUES

The WSAVA PCO will assess the venues suggested in the bid. The PCO can look at better alternatives in the bidding association's country if the proposed venues are not suitable. The CSC will use the PCO report on the suitability of the venue and accessibility to the country/city.

There is no need to provide detailed information on airports or the congress venue. There is no need to provide a presentation with videos or photographs.

These are the current guidelines that are in use:

Meeting City

Criteria for the city that will host the WSAVA:

- Must be easily accessible to participants and close to an international airport
- Interesting destination to the participants

- Sufficient hotels (1500 on peak night) within walking distance of the venue and / or with easy access to city public transportation

Congress Center / Venue

The Congress Center must answer the following criteria:

- 1 plenary hall: 1,200 – 1,500 participants’ theatre style
- 3 parallel halls for 450 - 600 participants’ theatre style
- 3 parallel halls for 250 - 350 participants’ theatre style
- 2 parallel halls for 150 - 250 participants’ theatre style
- Exhibition & Poster area space (including F & B): 5,500 sqm gross
- Executive Lounge
- Speakers’ Ready Room
- Registration area
- 1500 hotel guestroom nights on peak nights and 300 guestrooms on pre and post congress days

The CSC will score the bid with the following weightings:

Local Host Association initiatives /suggestions	: 40%
Benefits to the Region	: 30%
Benefits to WSAVA (Income and Suitability of location)	: 30%

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