



WSAVA
Global Veterinary Community

Standard operating procedure for World Congress Bids

Congress Steering Committee, April 2012

Important, please refer to Schedule of Deadlines for Bids

<http://www.wsava.org/Protocol.htm>

1. Every year the WSAVA Board will call for bids from all countries in the designated region via a written communication from the WSAVA Secretariat 12 months and again 8 months (240 days) prior to the Assembly meeting, in which the decision will be ratified.
2. Any association in the designated region of Asia and Oceania (Region 1); The Americas (Region 2); Africa, the Middle East and Europe (Region 3), which has been a full member of WSAVA, is solvent and has been in good standing without indebtedness to the WSAVA for 3 years may apply to host a WC.
3. Bid documents must be sent to the WSAVA secretariat 5 months (150 days) prior to the Assembly meeting. In the event that no submissions are received, the WSAVA EB and, the core PCO will nominate a location and host the WC without a local Hosting Committee (LHC).
4. Bids will only be considered from the region identified as operational for the cycle in that year.
5. Bids will be accepted for WSAVA Congress 4 years ahead of the Congress date.
6. Core PCO responsible for reviewing feasibility of location at any time in the event of a natural disaster.
7. A bid by an Association in advance of this date, may in special circumstances be considered. This would require prior approval of the WSAVA Executive Board and

the General Assembly and would require that the bidding process was open to all other associations in the designated WSAVA geographical area.

8. The WSAVA may agree at its discretion to a joint congress with an association, which has its own permanent congress secretariat. If such a bid is approved, the WSAVA core PCO will be responsible for the overall joint congress marketing plan ensuring that the WSAVA brand is protected. The core PCO, Kenes will also ensure that they are kept informed with reports from the joint congress host associations at requested and timed intervals. If the bid for a joint congress is submitted, it will include the requirement for point 9 and will in addition be expected to deliver the majority of the scientific program.
9. A written submission up to a maximum of four pages should be included in the application for the Congress Steering Committee (CSC). This submission should include:
 - 9.1. Agreement to work with the core PCO (Kenes)
 - 9.2. A list of suitable venues within their country.
 - 9.3. The proposed date of the WSAVA Congress – the **preferred** month is October but dates within Sep 1-Nov 30th will be acceptable. Calendars of CE events and holidays should be provided showing evidence that all care has been taken to avoid clashes with other established regional or international congresses and local or international holidays.
 - 9.4. A list of the benefits of the congress to the bidding association and to their region (Regions 1 or 2 or 3 as defined in point 2.) specifically demonstrating:
 - a) How the association will reach out to veterinarians in their region,
 - b) The probable impact of the WC in the region,
 - c) The suitability of the location for the needs of the veterinary professionals in the region,
 - d) The possibilities of developing further CE opportunities after the WC to veterinary professionals in the region.
 - 9.5. The nomination of a representative to sit on the Congress Scientific Program Committee (CSPC).
 - 9.6. A nominated person available to market and promote the congress nationally and in the local region. This will be covered subject to approval in the congress budget
 - 9.7. A nominated representative person to chair the Local Hosting Committee (LHC). Please refer to the document Role and Responsibilities of the LHC in the World Congress Standard Operating Procedures.

- 9.8. Outline plans for a social program, including opening and closing ceremonies, to reflect the culture of the region. The outline should describe the intended cultural message and impact on delegates. Details of the events of the program are not needed in the submission, as these will be agreed in work with the core PCO and within an agreed budget.
- 9.9. A detailed description of the relationships with local, regional and national networks in the veterinary world and also with government and local convention/tourism bureau. If planning on involving other associations in co-hosting of the Congress the submitting association must state this and provide a contact name for that association.
- 9.10. A description of the proposed contribution to two streams in the scientific program, indicating in detail how it will have local and regional relevance. The LHC should provide a description of the level of CE in their region, suitable speakers and a profile of the expected delegates from their region so that their needs and expectations are understood.
- 9.11. The LHC has the responsibility for writing and selecting speakers for 2 streams in the program that will be devoted to local special needs.
- 9.12. The bidding association will give information on what delegates in their region have typically paid for registration fees, social events and accommodation in the preceding 3 years.
- 9.13. Visa requirements to enter their country.
- 9.14. The LHC must designate a signatory from within their association with the authority to sign legal contracts and the agreement to abide with the SOP.
10. The core PCO (Kenes) will be responsible for evaluating the initial (long list) of national bids. The PCO will make a recommendation to the CSC of the suitability of the venues, taking in to account all factors including accessibility for regional participants and the anticipated financial strength of a maximum of three bids (short list).
11. The core PCO (Kenes) will prepare a comprehensive evaluation of the bids in terms of location suitability, organizational logistics and financial strengths.
12. The core PCO (Kenes) will provide a short list of up to 3 recommended bids to the CSC
13. The CSC will objectively examine the shortlist bids with reference to veterinary educational and networking benefits to the region and recommend one bid from the shortlist to the Assembly. See the attached score sheet with weightings given to criteria

14. The LHC will ensure that the PCO and CSC are provided all the details needed for an objective analysis.
15. The CSC recommends one bid from the shortlist to the Assembly. In the event that more than one bid is deemed to be suitable and meets all requirements the CSC can ask the Assembly to vote.
16. The CSC notifies the WSAVA secretariat of their recommendation and requests that two months (60 days) in advance of the Assembly meeting all WSAVA Assembly Members be supplied by the WSAVA Secretariat with the short list and the reasons for choosing the preferred venue.
17. Canvassing of the CSC or of the Assembly by bidding associations may result in the bid being rejected
18. Within 30 days of the bid being accepted and ratified at the Assembly meeting, the President of the host Association must sign a contract with the WSAVA, and the PCO (Kenes).
19. The above bidding process will be reviewed every 12-18 months.