



SOP for Getting Assembly Members to Congress

Purpose:

1. The purpose is to help those assembly members who cannot attend the congress due to economic difficulties to be present at assembly and WSAVA world congress. The fund will pay for flight or other travel costs, travel documents, and accommodation. Food and drinks and all other expenses are at the expense of the assembly member.

Means:

2. For this purpose a fund will set up that will receive money from the following sources:
 - a. Individuals who wish to donate to this cause
 - b. Associations who wish to donate to this cause
 - c. Speakers who wish to waive their fees and direct them to this cause
 - d. Any money donated as in points a. and b. will be matched by WSAVA from the New Initiative Fund
3. The LHC will be asked to help find a suitable accommodation for applicants in
 - a. Homes of local vets wishing to receive foreign colleagues
 - b. Economic but comfortable hotels in locations with easy access to the congress venue.

Who can apply?

4. Any WSAVA assembly member whose association is up to date in payments and reports, and who cannot attend the congress due to economic difficulties, can apply for a full or partial grant. Individuals who have already received the grant will not be eligible to apply.

To apply for the grant, the following documents are required:

- a. A letter from the president and treasurer of the member association stating
 - i. That the association is unable to pay full travel and hotel costs for their assembly member.
 - ii. That the association thinks it is necessary for the assembly member to be present at the Assembly and World Congress for the benefit of the association.
- b. A budget for flight costs and any visa or other travel documents needed
- c. A letter from the assembly member stating
 - i. Which activities have been undertaken to make WSAVA and its benefits known to the individual members of the association, preferably with proof (bulletins, webshots, letters from non-board members)
 - ii. What the assembly member hopes to gain from participation in the assembly and the World Congress for its association, and how

information received at the congress will be passed on to the members of the association represented.

- iii. A signed declaration that, in case of being chosen, a report of the Congress Visit and its benefits to the association represented will be sent to WSAVA and its assembly members within 60 days after congress.
- iv. The application must be received at least 180 days before the next general assembly meeting
- v. Individuals who have already received the grant will not be eligible to apply.

How will we decide who gets the grant?

- 5. All complete applications will be sent as a package to all assembly members, to be read and judged, at least 180 days before the next assembly meeting.
- 6. A doodle poll will be sent out for voting, opening from 180 days before assembly to 160 days before assembly.
 - a. Each assembly member will assign their three preferred applicants giving 5, 3 and 1 point respectively
 - b. Applicants from the region where the World Congress is going to be held will get a total of 5 extra points
 - c. A list of applicants in order of rewarded points will be made up. In case of equal amount of points the lowest travel budget will be favored over the higher one.
- 7. WSAVA treasury will appoint the grants in list order until the fund for that year has been depleted.
- 8. Favored applicants will be informed at least **150** days prior to assembly.

Timelines for Travel Grant 2019:

Timeline	Activity
November 2018	Applications open for <ul style="list-style-type: none"> • Donations to the fund • Applicants
January 16, 2019	Deadline for applications
February 15, 2019	Successful candidates informed
July 15, 2019	Assembly meeting