



European Veterinary Dental Forum Detailed Guidelines for Organisers

*Daniel Koch, François Debette, Gottfried Morgenegg
Revised version, May 2017, Yves Debosschere, Henriette Booij-Vrieling, Pauwels Congress
Organisers further called PCO in this document!*

1. Venue

Requirements

- Easy access from the main hotels
- If possible at the same location as the main hotel, if not
- either within a gentle 10 minutes walk or,
- up to a 15 minutes journey if a shuttle bus service is provided.

Main lecture room

- seating for 400-500 participants
- need to accommodate all participants during the keynote lecture
- full audio-visual facilities (sound system plus computer projection for PowerPoint presentations and laser pointer)
- backup equipment in case of problems.

Second lecture/seminar room (can be the main lecture room also)

- located close to main lecture room
- seating for 50-100 participants
- equipped with a computer, video projector, laser pointer
- Audio facilities are not essential for this room.

Third lecture/seminar room

- located close to main lecture room
- seating for 50-100 participants
- equipped with a computer, video projector, laser pointer
- Audio facilities are not essential for this room.

Fourth lecture/seminar room

- suitable for Equine stream
- located close to main lecture room
- seating for 150-200 participants
- equipped with a computer, video projector, laser pointer
- Audio facilities are not essential for this room.

Fifth lecture/seminar room

- suitable for interactive sessions



- located close to main lecture room
- seating for 20-25 participants
- equipped with a computer, video projector, laser pointer
- Audio facilities are not essential for this room.

Nurse stream

- Located close to main lecture room
- seating for 50-100 participants
- equipped with a computer, video projector, laser pointer
- The LOC is responsible for organising the content of the nurse stream

Wetlab rooms (see also page 7)

- 4 rooms for companion animals wetlabs
- 2 rooms for equine wetlabs
- Wetlab venue needs to be close to the congress venue, maximum 10 minute drive
- Suitable for working with cadavers (waste, etc.)

Speakers' area/room

- a quiet location where there will be minimal disturbance
- several power outlets, tables and chairs where speakers can use their laptop computers
- provision of a spare computer with PowerPoint installed for use by speakers who do not have their own laptop with them
- easy access to the lecture rooms and to support staff (a computer literate support person must be available throughout the congress).

Poster session

Area and facilities for clinical and research poster displays. This may be located in the commercial exhibition.

Toilet/washroom facilities

Easy access to these. Need to have sufficient capacity for the expected number of people including support staff and sponsors as well as congress delegates and their partners.

Commercial exhibition

- close to the lecture rooms
- space for 10+ (min. 300m²) sponsor displays plus 300 people for coffee break, preferably in one room
- open space within or immediately adjacent and central to the exhibition for providing coffee/tea/light refreshments at morning / afternoon coffee breaks and during lunch breaks, with adequate space for queues.

Lunch facilities



- close to the commercial exhibition or preferably within the exhibition area, with:
- a quick service (it is important that all delegates can eat within a short period and have time to visit the commercial exhibition)
- adequate seating for all delegates to sit together
- tea/coffee/soft drinks should be provided in the commercial exhibition area to encourage delegates to visit sponsors' stands
- Waste disposal: facilities and somewhere for used cups, plates etc. to be left.

Hotels, Restaurants

- Hotel accommodation must be available for 400+ delegates within 10-15 minutes journey from the venue
- Rooms must be available in a range of different standards and at reasonable prices
- Availability of leisure facilities is less important than price and convenience, BUT accommodation must be adequate and decent and there must be a choice
- Special congress accommodation rates should be negotiated whenever possible. The special rate will end with the deadline of early booking (about 3 months before the event)
- In these concerns a collaboration with the local tourist office is very helpful
- The rooms must get reserved from Monday to Sunday because many delegates arrive early
- It is good to have a location with a variety of local restaurants, places of interest and tourist facilities for accompanying persons.

To Do List:

	EVDS	EVDC	LOC	PCO
Find venue			-36m	
Decide on venue	-24m		-36m	-36m
Decide on wetlab venue	-24m	-24m	-24m	-24m
Define partners (universities, tourist office etc.)			-24m	-24m
Define social program			-24m	-24m
Select hotels and perform reservation			-24m	
Sign contracts	-24m			-24m
Order extra room for board meetings			-12m	-12m

2. Main Congress

Opening

The conference is opened by the presidents of EVDS, EVDC and LOC at the welcome drink.

To Do List:



	EVDS	EVDC	LOC	PCO
Opening of congress	0	0	0	
Microphone			0	
Photographer (for example, students or vet not necessarily a professional photographer)			0	

Speakers

The speakers send in proposals which will be selected

For one speech a speaker need to pay the congress fee in first instance and will be reimbursed afterward. Speakers with multiple presentations will receive a free registration anyway.

Gala dinner is not included, has to be booked separately

Speakers must get briefed on a regular base

Speakers must receive detailed information on requirements for the presentation (i.e. format of the presentation and time-table of deadlines)

Important information for speakers:

- Speakers' room facilities
- Where and when to upload presentations
- Request to be present in lecture room 15 min before start time
- Reminder to keep to allocated time etc.

To Do List:

	EVDS	EVDC	LOC	PCO
Request for proposal to journals and other instances	-9m			
Selection	-9m	-9m		
Guide lines (scientific matters): -proceedings -presentation -request receipt of confirmation	-9m			-9m
Registration				-6m
Regular briefing (several)			-6m	
Guidelines (organisational matters)			-3m	

Scientific program

The scientific program is made upon consultation with main sponsors, especially concerning the non scientific program (management, homecare etc.). A list of main themes to cover can be given by the board in the “call for paper”. Maybe the Board decides to focus on a special topic. A guest speaker is chosen by the criteria mentioned above.

The scientific programme is held in three streams:

□ **Basic stream:** Basic state of the art lectures. These lectures have the same content every year but with other titles and other speakers. This is to prevent repetition. A topic presented from various speakers can be very interesting. In the



post-Congress training sessions the information learned in the lectures can be practised on specimens in a wetlab. This stream is mainly meant to attract the local veterinarians.

Advanced stream: State of the art lectures and various topics. The topics vary from year to year. It is considered to invite specialists from other European boards to speak about their discipline of expertise with relation to dentistry and oral surgery patients.

Miscellaneous stream: Equine, exotics and research lecture

Equine stream

Interactive sessions: Parallel to the scientific programme. Very practical sessions in small groups. To make sure the topics hit the nerve of the audience, they are determined after the evaluation of the previous year.

The schedule is done by the Boards of EVDS and EVDC. Because of packed program it is important to keep in time: Facility to call delegate 5 min prior to start of sessions (microphone, bell, shouting, trumpet, what ever).

Every session will be chaired by a chair man who needs:

- Schedule with timetable and name of speakers
- Curriculum vitae of speakers (4-5 lines)
- Name plate for speakers and chair man
- Table, seat, microphone
- Maybe a clock.

To Do List:

	EVDS	EVDC	LOC	PCO
Define schedule and scientific program	-18m	-18m		
Chairman	-6m			
Schedule with timetable for each session	-2W			
CV of speakers	-1m			
Name plates of chairman and speakers			-2W	
Template for name plates in lecture rooms	-2W			
Table, chair, microphone for chairman				-2W
Hang up posters with program + floor plan and other signage			-1d	
Call delegates to lectures				-5min

Technical assistance

The success of a congress is depending on a perfect technical support. If possible it has to be done by professionals. Requirements:

- Room for deliverance of speeches (back office, control room)
- Many speakers need to preview facilities for their presentations
- There will be presentations in PC and Mac versions



- A person is in charge of the speeches. He has to organise the setting up of the presentations and has to make sure that ALL presentations of the coming session are installed during the coffee break
- If there is no direct connection to the PCs in the lecture halls there must be a sufficient amount of memory sticks at disposal
- Cordless microphones are preferred to fixed microphones on a desk
- Cordless laser pointer and slide switcher are needed (incl. reserve batteries)
- Cordless microphones for discussion and a student to bring them to the delegates.

To Do List:

	EVDS	EVDC	LOC	PCO
Responsibility				X
Back office				-3m
Speaker preview room and upload room				x
Laptops (PC and Mac)				-3m
Setting up speeches for sessions				0
Microphones, laser pointers and reserve batteries				0
Microphone for discussion				0
Student to present microphone for discussion			0	
Photographs of speakers (student)			0	

Poster session

The poster session is always an orphan of the congress. It should have an important place in the program and must have adequate location.

Delegates may have the option for voting for best poster (voting notes in the congress bag), together with the price for the best poster, a small price is available to win by one voter randomly selected from the incoming votes. This prize for the voter is arranged by the LOC (sponsored by a company, etc.)

To Do List:

	EVDS	EVDC	LOC	PCO
Facilities to present posters				-3m
Prize for winning poster	-2w			
Table and box for the votes			-1d	
Presentation of price to winner at the gala dinner	0			
Prize for voter			-2w	

Key Note Speaker

A Key Note Speaker can be invited but it is not a necessity. If one is invited he/she has to be treated in a correct way: The Key Note Speaker is the most important speaker of the conference. He is **THE VIP** and has to be treated accordingly.



To Do List:

	EVDS	EVDC	LOC	PCO
Acquiring	-18m	-18m	-18m	
Provide arrival details	-1m	-1m	-1m	
Organising welcoming of the Key Note Speaker			-1d	
Welcome on site by President EVDS and LOC			0	
Announcement during the congress	0		0	
Introduction to the audience			0	
No other session at the same time	X			
Payment	X			

3. Pre-congress and post-congress Study Days

The pre-congress day takes place on the day before the main congress while the post-congress study day is after the main congress. They are organised by the European Veterinary Dental College (EVDC) in close collaboration with the EVDF. The LOC is helping to set up the location. The costs will be paid by the EVDF and are part of the congress budget but must always be agreed in advance.

Requirements for wet lab facilities:

- suitable for “wetlab” procedures
- good lighting and ventilation
- hand washing facilities within the rooms
- seating at worktables for 16 participants, suitable for 32 participants (each participant needs 2 places)
- adequate space and multiple power outlets for equipment
- beamers and screens are usually required.
- Adequate space for medical imaging
- Disposables should be available
- Masks, Gloves, disinfection materials
- Water needs to be available all day

To Do List:

	EVDS	EVDC	LOC	PCO	Sponsors
Paying room costs	X				
Scientific program		-6m			
Good light source			-6m		-6m
Skulls		-6m	-6m		
Equipment		-6m	-6m		-6m



Sufficient power outlets/extensions			-3m		
Coffee break and lunch			-1m		
Certificates of attendance		-1m		-1m	
Template for certificates		-1m		-1m	
Informing attendees about location and transport			-1m		
List of attendees		-1m	-1m	-1m	
Container for sharps			-1m		
Waste bags (general and cadaver)			-1m		
Signpost location			-1d		
Helpers during wetlabs			2-4		
Helpers for cleaning up and packing			2-4		
Registration for wetlabs				x	

4. Finances

General information

- The Local Organising Committee (LOC) is responsible for the finances of the congress including the costs of the PCO as agreed in the contract between EVDF and LOC
- A detailed budget must be delivered to EVDS (template will be supplied)
- The LOC must check the situation with taxes (VAT etc.) and report it to EVDS
- Aim of the congress is to make surplus
- There is a current bank account managed by PCO for congress related incomes and expenses
- The money from fees, local sponsors and main sponsors (transferred by EVDS) will be transferred to this account
- The PCO will pay all expenses from this account except the costs for the study days (EVDC) and the meeting room for fireside meetings (EVDC and EVDS each 50%)
- If possible up to three members of the LOC of the next congress will be refunded the congress fee. Two years in advance, 2 members of the LOC will be refunded the congress fee and 3 members will be refunded 1 year in advance. For the latter a prerequisite is to have a powerpoint presentation available to announce next year's congress to the delegates.
- The costs for accommodation of the EVDS board and the LOC are paid from the congress account
- The distribution of the final surplus will be discussed at a later stage

Sponsors

- The money from local sponsors will be transferred to the congress account directly by the firms
- The sponsors need a bill, this will be sent via PCO



- The contribution of EVDS (from main sponsors) will be communicated to LOC and PCO
- The money will be transferred six weeks before the congress
- To be able to make the transfer the treasurer must receive an invoice from the LOC via PCO
- Part of the money can be drawn in advance to make prepayments. In this case the submission of an invoice is still necessary together with written reasons.

Congress fees

- The fees must be fixed in cooperation with the Board
- There will be different groups:
 - o Member/non member
 - o Early/late registration
 - o Invited by sponsor
 - o Students
 - o Free registration: 6 board members, 3 members LOC
 - o Speakers: reduction of fee by number of held speeches
 - o If possible three members of the LOC of the next congress will be refunded.
- Acknowledging the efforts made by individual members of the local organizing committee (LOC) in charge of the European Veterinary Dental Forum (EVDF), EVDC offers free registration to two named LOC members to attend a practical session during one of the training days. This opportunity cannot be passed on to other LOC members, it must be taken no later than two congresses after the congress that the recipients have organized, and there will be a maximum of one free place allocated to any one practical session.

To Do List:

	EVDS	EVDC	LOC	PCO
Responsible for finances			X	
Invoice for sponsors for sponsored money				X
Application to obtain money in advance (to EVDS Board)			X	X
Paying costs of congress	X			X
Paying room costs of Pre-congress day	X			X
Paying costs of fireside meeting room (each 50%)	X			X
Check taxes (VAT etc.)			-24m	-24m
Open bank account				X
Determining fees for main congress	-12m			-12m
Determining fees for wetlabs	-12m			
Determining price Gala Dinner	-12m		-12m	-12m
Invoice to treasurer of EVDS for money from main			-1m	-1m



sponsors				
Refund up to 3 members of next LOC*			+2m	+2m
Final surplus	+2m		+2m	+2m

* these need to register as normal delegates at first instance

5. Sponsors

Neither the Society, nor the College or the Congress can exist without sponsors. It is most important to treat them accordingly:

- The EVDS sponsors **must not be contacted by the local organisers** so that they are not annoyed by duplicated sponsorship requests.
- They are matter of the board regarding contacts
- As regular sponsors they should get privileged treatment
- The EVDS sponsors have first choice of booth location
- At the congress one year prior to the event a member of the board will introduce them to a representative of the LOC who will present the floor plan.
- Some companies are sponsoring the study days by free delivery of material.

5.1. EVDS Sponsors (2017)

They are matter of the EVDS and have special deals with the EVDS and demands which will be discussed with the LOC one year prior to the event.

Diamond Sponsor:

- Hill's: exclusive Diamond sponsor (long term contract)

Long Term Partner:

- Mars (long term contract)

Gold Sponsor

- iM3

Silver Sponsor (Main Sponsor)

- Accesia, Kruuse, Midmark, Virbac

Bronze Sponsors (Local Sponsor)

- Acteon/Satelec

More detailed information will be discussed with the LOC during the meeting half a year prior to the event.

5.2. Local sponsors

- They are matter of the LOC
- The LOC creates a dossier to invite sponsors together with PCO



- It is advisable to offer packages (gold, silver, bronze sponsor). Different options of sponsoring are listed in the appendix
- When booths are promised to local sponsors please respect the demands of the main sponsors!

Please note: the terms 'diamond sponsor', 'main sponsor', 'long term partner' are occupied.

To Do List:

	EVDS	EVDC	LOC	PCO
Main sponsors	X			
Sponsorship form			-24m	-24m
Initiating sponsoring activity			-18m	
Local sponsors			-18m	
Regular sponsors	-12m		-12m	
Information of LOC about contributions of main sponsors	-12m		-12m	-12m
Information of LOC about demands of main sponsors	-6m		-6m	-6m
Enrol Royal Canin Young Graduate Program			-6m	-6m
Prepare sponsor contracts				X
Prepare sponsor invoices				X

6. Commercial Exhibition

Exhibition

- The floor plan must be delivered to the board approximately 18 months prior to the event. The booths of the main sponsors will be fixed first. Then the regular sponsors can be contacted during the previous congress
- Main sponsors (and Regular sponsors) have first choice for their booths
- Early information to exhibitors (continuously several times)
- It is better to have a convenient location (floor, ambiance, day light etc.) and charge a little more and take care of the exhibitors
- Exhibitors must get coffee and lunch for free. It might be a good idea to raise the price for booth and offer one free entrance for a single booth, two for a double booth (see contract templates)
- (If food and beverage are not included it has committed very clearly)
- Exhibitors must have the opportunity to have lunch before official lunch time
- Special attention and care have to be paid to the exhibitors during arrival
- During the time of installing the booths some helpers must be present to guide the exhibitors, give them a hand if needed and for last minute actions
- The booths must be marked clearly (tape on floor)



- During a scientific session a member of the board and LOC will go to each sponsor to commit our appreciation, thanks and shoot a photograph which will be published on the website
- The exhibitors must get a letter after the event containing our appreciation, the photograph etc.
- If the exhibition takes place on the 1st or 2nd level (or other than ground floor) there needs to be an appropriate elevator. Sizes of the elevator needs to be checked in advance
- It needs to be possible for sponsors and exhibitors to send their equipment in advance (about a week in advance). The venue needs to be able to receive these shipment and store them appropriate.

Exhibitors

Exhibitors must be briefed well in advance. Information must be delivered several times and early enough (equipment has to be packed and shipped). Information needed:

- Time range for building up the booth
- When can material be delivered at the venue and how has it to be addressed
- Electrical supply (interfaces!!)
- Internet supply (LAN, WLAN, free etc.)
- Contact address of event manager (questions, order tables and chairs etc.)
- Timetable: Welcome drink, coffee breaks, lunch time, gala dinner, farewell drink
- The exhibitors must supply the names of their staff for production of badges.

To Do List:

	EVDS	EVDC	LOC	PCO
Floor plan			-18m	-18m
Information of exhibitors on regular base			-6m	-6m
Organise food and beverage for exhibitors			-6m	-6m
Marking booths			-1d	-1d
Help during build up			0	0
Trouble shooting and last minute action build up			0	0
Visiting sponsors for photograph	0		0	Photo
Give hand breaking down			0	0
Thanks letter to sponsors	+1w/1m		+1w	

7. Food and Beverage

The LOC has a free hand concerning food and beverage. Please consider meals which are typical for the country. Proposals can be requested in close consultation with PCO and the budget needs to be taken into account

Coffee break



- Must be within the exhibition area
- Multiple coffee stands make sure that all exhibitors are visited by delegates
- Coffee, tea and water have been proven adequate.

Lunch

- Lunch facilities must be close to the commercial exhibition, preferably within the exhibition
- A quick service is important, with little waiting time and adequate seating for all delegates to sit together
- Requirements for special diets will be supplied by PCO (it is an item in the registration procedure).

Gala dinner

- Very close, if possible at the venue itself (many delegates like to dress up or wear shoes which are not suitable for a long walk on cobblestone pavement)
- Transportation of the whole crowd by buses, ship or train should be avoided because some delegates want to leave early
- One large room is most suitable for good atmosphere
- Music and dancing are very welcome (they are a must)
- Speeches must be kept to a minimum but it is advisable to have a microphone
- President EVDC: presenting new diplomates with their certificates (5 min.).
- Speech of the EVDS president (5 min.)
- Should not start later than 19.30
- Requirements for special diets will be supplied by the PCO (it is an item in the registration procedure).

Welcome drink

- Is held on Thursday evening
- It must be communicated whether there will be snacks or enough food to have dinner
- In case of just snacks the welcome drink must be early enough to allow to have dinner afterwards
- The evening will be started by a short speech of an LOC member and the president of the EVDC, maybe one held by the firm which is sponsoring the event
- The location within the exhibition area is advisable
- Exhibitors must have the opportunity to build up their booths in advance
- The best time to thank all the exhibitors.

Farewell drink

- Short speeches from a member of the LOC and a member of the Board
- Time to thank organisers, helpers, fun run, webmaster, etc.
- Note: most exhibitors will not be present anymore.

To Do List:

	EVDS	EVDC	LOC	PCO
--	------	------	-----	-----



Coffee break: planning tables, location, snacks etc.			-6m	-6m
Order coffee break			-1m	-1m
Lunch: planning	-6m		-6m	-6m
Order Menus				-1m
Special diets			-1m	-1m
Gala dinner: planning, transport etc.	-6m		-6m	-6m
Creating certificates for new diplomates		-2w		
Presentation of certificates		0		
Photograph of presentation			0	
Order menu			-1m	-1m
Special diets				-1m
Welcome drink: planning location, drinks, snacks			-6m	-6m
Order drinks and snacks			-1m	-1m
Farewell drink: planning location and drinks			-6m	-6m
Order drinks and snacks			-1m	-1m

8. Social program

- Experience has shown that there is no need for a planned social program
- Some possibilities should be published on the website and in the information brochure

9. Promotion

Website

- The congress website will be set up by the EVDS webmaster
- The website can be activated as soon as a congress proposal has been accepted, i.e. 2 years prior to the congress. Organisers just need to send outline details and plenty of pictures to the EVDS webmaster. At this stage the contents are limited to brief details of dates and location
- The EVDS webmaster must be provided with further, detailed promotional material immediately following the organisers' presentation at the preceding congress. Needed information: Venue, hotels, map with locations: venue, hotels, study days, airport, train station
- The congress site contents are expanded as information is made available to the webmaster with the intention that most details of the congress will be available there immediately after the preceding congress, including sponsorship requests and the call for papers
- Confirmed sponsors must be notified to the webmaster and to the congress manager so that their information can be added to the congress website
- Organisers must provide contact e-mail addresses for the on-line contact forms and liaise closely with the webmaster throughout



- Published information must only include confirmed details, referring readers to the ECVD website (www.evds.org) for further details. The first page of this site provides easy links to the current ECVD page/s.

To Do List:

	EVDS	EVDC	LOC	PCO
Webmaster	X	X		
Brief details				x
Links on website	-24m			
Further details			-18m	
Contact e-mail addresses			-18m	
Notification of confirmed sponsors (a.s.a.p.)			XXX	

Advertising

- Advertising has to be started very early for both: congress and study days
- In the course of corporate identity flyers and posters are produced with the same template every year
- The LOC delivers a suitable picture to fit into the template
- Publication of congress details in local, national and international journals must be coordinated by the EVDS to prevent duplication. Such materials often need to be prepared and submitted 2-3 months before the expected publication date
- High resolution versions of congress, EVDS and EVDC logos are available from the webmaster
- Designated liaison officer to deal with/assist local newspapers, radio, television.

EVDS Internal publication:

publishing of details to EVDS membership:

- In the EVDS Forum,
- on the EVDS and ECVD web sites,
- on twitter
- notices sent to the EVDS-d contacts list and all those on the EVDS OMS contact list.

International advertising:

- All lecturers get access for download of poster and trailer to present them in all lectures they give at university, conferences etc.
- 800-1'000 flyers delivered to ESAVS for distribution
- Mails are sent to interested people (students of ESAVS dentistry course, delegates invited by sponsors in previous years etc.)
- submission of details to all relevant national and international veterinary journals
- Announcements on Vetcontact, Vetagenda, VIN etc.

National advertising



- Matter of the LOC
- Posters and flyers at universities
- Adverts in national journals, discussion groups, national society etc. (coordinate with EVDS).

To Do List:

	EVDS	EVDC	LOC	PCO
Flyers national			-18m	
International publication	-12m			
Internal publication	-12m			
Promotional material for download	-12m			
Mails to former participants	-12m			
Submission to international journals	-12m			
National promotion			-12m	
National advertising			-12m	
Flyers international (ESAVS)	-6m			

10. Organisation

Registration

- The registration will be done by a professional company (PCO)
- It is planned to have a registration procedure via EVDS website
- After completed registration (inclusive payment) the delegates get a confirmation by e-mail with an invoice attached
- The PCO will deliver all information needed to EVDS, EVDC and LOC
- Full final registration and accommodation details must be available no later than 6 months before the congress to allow publication by the deadline of December 1st

NOTE that very few delegates will register before a detailed congress program is available even if the discount is substantial

- One month prior to the congress the delegates must receive an e-mail with additional information: local transport, map, of venue etc.
- Credit point – Continuing education CE Points awarded by the German ATF – arranged by the board
 - o Costs need to be included in the budget
 - 2 day congress 100 euro (price level 2017)
 - 1 wetlab 60 euro (price level 2017)
 - o Credits need to be mentioned on the Certificates as followed:
 - Congress:
 - One day Friday Certificate
 - o Participant XXX
Attended the XXX European Veterinary Dental Forum DATES, PLACE, COUNTRY on FRIDAY
XXX



According to the Akademie fuer Tieraerztliche Fortbildung (ATF) Germany, the scientific program was granted with X hrs of continuing education credits.

- One day Saturday Certificate
 - Participant XXX
Attended the XXX European Veterinary Dental Forum DATES, PLACE, COUNTRY on SATURDAY XXX
According to the Akademie fuer Tieraerztliche Fortbildung (ATF) Germany, the scientific program was granted with X hrs of continuing education credits.
- Friday and Saturday Certificate
 - Participant XXX
Attended the XXX European Veterinary Dental Forum DATES, PLACE, COUNTRY on FRIDAY XXX and SATURDAY XXX
According to the Akademie fuer Tieraerztliche Fortbildung (ATF) Germany, the scientific program was granted with X hrs of continuing education credits.
- Study Days:
 - One certificate for each study day
 - Including the duration in hours
 - According to the Akademie fuer Tieraerztliche Fortbildung (ATF) Germany, the scientific program was granted with X hrs of continuing education credits.
- Interactive sessions:
 - One certificate for each interactive session
 - Including the duration in hours

To Do List:

	EVDS	EVDC	LOC	PCO
Registration (PCO)				-6m
Confirmation of registration				-6m
Details and costs main congress	-6m			-6m
Details and costs pre-congress study day		-6m		
Details and costs social activities			-6m	-6m
Details and costs for accompanying persons			-6m	-6m
Details and costs accommodation			-6m	-6m
Define early booking deadlines			-6m	-6m
Additional information to delegates			-1m	-1m
Credit points German ATF	X			



Congress information brochure

An information brochure is a very useful tool but it also means a lot of work editing it. The costs will be covered by adverts of sponsors which are very popular.

- A very useful guide for delegates
- Very popular for sponsors: pay a lot of money for an advert in the brochure
- Double page listing sponsors, their activities and contact details; the logos of the sponsors must be of same size
- Picture of LOC and staff
- Plan of location
- Plan of city with important locations (venue, main hotels, study days, gala dinner, airport, train station)
- Information where what happens and how to get there
- Provisional program (emphasises that changes are possible/likely)
- Social program
- Floor plan exhibition.

To Do List:

	EVDS	EVDC	LOC	PCO
Program	-6m	-6m		
Adverts from sponsors			-3m	-3m
Photograph of LOC and staff			-3m	
Map with relevant locations			-3m	
Floor plan of exhibition with exhibitors listed			-3m	-3m
Finish editing			-3m	-3m
Print			-1m	

Certificates of attendance

- The certificates of congress and study days are provided digitally via PCO
- EVDS/EVDC will supply templates
- The names of the delegates (and the attended study days) will be delivered by the PCO
- The certificates for the congress will be placed in the congress bag or preferably sent by email (via system PCO)
- The certificates for the study days will be handed out to attendees by the course master.

To Do List:

	EVDS	EVDC	LOC	PCO
Template certificates Main Congress	-1m			-1m
Template certificate Pre/Post-Congress		-1m		-1m
Digital Certificates				-2w
Certificates Main Congress: sending one week after the congress				-1d
Certificates Pre/Post-Congress: course master				-1d



sending one week after the congress				
-------------------------------------	--	--	--	--

Registration desk

The registration desk is THE helping point for delegates and exhibitors. It has to be occupied all day along. There is always need for last minute actions:

To Do List:

	EVDS	EVDC	LOC	PCO
Extra badges				X
On site registrations				X
Last minute registrations for Gala dinner (badges)				X
Internet access (hotel reservation, booking flights)				X
Printer (receipts, certificates, name plates etc.)				X
Portable credit card terminal useful				X
Students to help			x	

Proceedings

The editing is in the responsibility of EVDS, while the LOC is in charge of the final copying of the document on USB sticks for delegates

To Do List:

	EVDS	EVDC	LOC	PCO
Responsibility	X			
Editing	-1m			
PDF file	-1m		-1m	
Ordering USB sticks	-2m		-2m	
Putting the files on USB stick			-3w	

Congress bags

There are several ways to organise it, the LOC is free. The bags consist of two parts:

- Personal part:
badge for congress, badge for gala dinner, certificate of attendance

General part:

City map, information brochure, adverts, plan of the location, proceedings etc.

Helpers

- Mostly students or members of the local dentistry group
- About ten helpers are needed
- 3-4 Photographers are needed to supply nice pictures of: Lectures, exhibitors with clients, coffee breaks, nice situations in general. Ideally each speaker will be photographed at the start of his presentation. One photographer in each



lecture room is needed, the lighting of the speaker needs to be arranged with photography in mind

- A schedule has to be created which shows everybody who is in charge of what and when. There must be clear orders to avoid confusion. Be aware that that the students have to take these jobs in shifts.

Additional congress responsibilities

- Providing directional signs within and between venues/rooms etc.
- Providing general help and assistance to delegates
- Nearest doctor, dentist, pharmacy, optician, motor mechanic, electrician, etc.
- Sources of “emergency” supplies
- Obtaining a photographic record of events:
 - o Volunteer photographers with quality cameras in each session – to supply copies of images to the EVDS secretary, editor and webmaster for publication in EVDS Forum and on the web site
 - o Experienced volunteer or professional photographer for Reception and Gala dinner.

To Do List: Helpers PCO will prepare a briefing for the helpers and instruct them onsite.

	EVDS	EVDC	LOC	PCO
Directional signs			1	
General help			2	
Welcome desk			1	
Packing congress bags			2	
Attending lectures for help, trouble shooting, micro			2	
Installing speeches for every session			2	
Welcome and giving a hand to exhibitors			2-3	
Giving a hand during break down of exhibition			2-3	
Registration desk	1		2	
Help Pre/Post-congress study days			2-4	
Create worksheet for helpers			-3m	

11. Communication with Board

- The communication with the board must be straight forward and is usually done by e-mail
- E-mails have to be answered within reasonable time (2-3 days)
- The primary EVDS contact for local congress organisers will be the EVDS congress manager, but all correspondence must also be copied to the EVDS Secretary
- A congress specific e-mail address will be set up by the webmaster when details are confirmed, so organisers can easily ensure all relevant parties (LOC, EVDS, EVDC, webmaster) are informed of important information



- The EVDS congress manager and Secretary must receive confirmation of Congress details (definitive venue, hotel, travel details, current sponsors) from the Local Organisation Committee at least 15 months before the Congress.
- From this stage onwards the local organisers must provide regular progress reports
- Initial promotional information, pictures, maps and local tourist information must be provided in a format that can be used for publication and advertising at least 12 months prior to the Congress (i.e. at or before the preceding congress takes place)
- A board meeting will be held at the location of the congress approximately 6-10 months prior to the event. The board will receive a briefing about the current stage of preparation, see the venue and the study day facilities
- A member of the local organising committee is required to give a short presentation about their congress at the preceding congress (i.e. about 12 months before their congress).

To Do List:

	EVDS	EVDC	LOC	PCO
Confirmation of Congress details			-18m	
Initial promotional material			-12m	
Presentation at preceding congress			-12m	
Deliver presentation to board and Webmaster			-12m	
Meeting at congress venue	-6m		-6m	
Regular reports about the state of affairs			XXX	

12. Post-congress Responsibilities

After the event very important work has to be done within a reasonable time. This work is helpful for the organisation of future congresses and for the acquisition of new sponsors.

- Photographs must be collected and distributed to the EVDS Secretary, Editor and Webmaster
- An organiser's report (including numbers of delegates, number of countries represented etc.) and the final list of sponsors must be submitted to the Secretary to assist in preparation of the official congress report
- An assessment must be performed and a report produced on planning and execution of the congress, including lists of problems encountered and any solutions found, useful ideas, things that did and did not work as expected and suggestions to help future congress organisers
- To be able to compare the congresses and to analyse trends it is mandatory to have comparable evaluations. The demands of EVDS are listed in the appendix
- The local organisers must collect all due money and settle all outstanding accounts for which they are responsible



European Veterinary Dental Society (EVDS)

- The organisers must – in cooperation with the PCO - promptly provide a full, detailed set of financial accounts for the congress and transfer any locally held funds to the EVDS treasurer
- The organisers must be prepared to answer questions relating to the congress at the next Annual General Meeting.

To Do List:

	EVDS	EVDC	LOC	PCO
Photographs to EVDS and webmaster			0	
Collect outstanding money			0	
Financial report			+2m	
Organisers' report			+2m	
Assessment			+2m	
Evaluation			+2m	+2m

13. Appendix

- Headed paper
- Templates for offers for sponsoring
- Templates for contracts
- Information brochure
- Evaluation
- Preliminary budget