



Guidelines for General Assembly (GA) organisation

Prerequisites of application

- Only Approved/Accredited and Conditionally Approved/Accredited Veterinary Education Establishments (VEEs) can be considered as applicants to organise the EAEVE GA.
- The application must be in writing to the EAEVE Office two months prior to the GA.
- A VEE should not organise more than one GA within seven years.

Preparation for the GA

2 years beforehand

The decision as to the location and the exact date is taken by the General Assembly and officially published on the EAEVE website.

1 year beforehand:

The organising VEE reports its preliminary plans to the GA in the form of a (max. 5 minutes) PowerPoint presentation.

The responsibility of the organising VEE towards the EAEVE Office is to:

- appoint a contact person/s, who bears responsibility for the conduct of the GA and collaborates closely with the EAEVE Office. She/he attends the previous GA as a VIP guest of EAEVE (i.e. registration and all social events free of charge; accommodation and trip to be covered by the sending VEE).
- identify suitable event locations for the GA, considering 220-240 attendees (in 2019: 237 attendees):
 - GA event area and rooms for meetings around the GA with free Wi-Fi connection and projector
 - Speaker's room close to the GA event area (to enable the speakers to do a trial run before their presentation and avoid potential technical problems). Colour printer available for all meetings around the GA
 - Computer screen to be connected to laptop for screen sharing for Skype conference if necessary for some meetings
 - IT support whenever necessary, especially at the start of the meetings, in case some of the attendees cannot connect to Wi-Fi

- Cocktail Reception in the evening of the day prior to the first day of the GA (Wednesday)
- Gala Dinner on the evening of the first day of the GA (Thursday)
- VIP Dinner prior to the GA (40-45 guests; the location could be a restaurant rather close to the VIP hotel or in an event room of the hotel)
- identify suitable locations (with Wi-Fi connection) for the meetings taking place shortly before and after the GA:
 - Two ExCom meetings, one before and the other after the GA (12-14 attendees)
 - Office meeting (4-6 attendees)
 - Coordinators' meeting (6-7 attendees)
 - CIQA meeting (6-7 attendees)
 - ECOVE meeting (13-15 attendees).

½ year to 1 year beforehand

- The organising VEE searches for an event committee/agency and an IT specialist to conduct the registration and hotel booking procedure online (homepage of the GA has to be harmonised with previous GA platforms and with the EAEVE homepage).
- The organising VEE searches for a selection of hotels (as a rule, one *****hotel for the VIP guests, two *****hotels and one ***hotel for all other guests attending the GA; all with Wi-Fi connection) in the vicinity of the VEE, or easily connected to the venue by public transportation, considering 220-240 guests. The organising VEE negotiates rates and has the rooms blocked until the end of the registration period for the GA (usually 2 weeks prior to the GA). The rates negotiated should be below the rates offered on different platforms. The rooms for the VIP guests (50-55 guests) must be booked under special terms with the possibility to cancel until the day of arrival.
- The organising VEE comes up with suggestions for social events to supplement the GA (tour to the VEE, excursion, optional day after the GA, and programme for accompanying persons, as spouses of some guests may join but not attend the GA itself during the day).
- The organising VEE accumulates practical information (transportation, how to get to hotels/GA location from airport/train station, ATM, voltage, parking facilities etc.). (Please note at this point that transportation has to be provided by the organising VEE for the VIP guests based on discussion with the EAEVE Office upon information from the organiser on the locations and distances etc.).
- The organising VEE decides on:
 - the cut-off dates for registration categoriesⁱ (early bird, regular, late registration)
 - registration fee for GA attendees and accompanying persons (could be both additional members from VEEs or spouses of some guest, who would not attend the GA but the social events) and on the fee of the optional dayⁱⁱ
 - possible modes of payment (credit card or bank transfer).

November-December of the year before the GA

- EAEVE Office sends the draft GA agendaⁱⁱⁱ to the organising VEE and invites VIPs and the Speakers proposed by the ExCom (other Speakers must be identified and invited by the organising VEE upon the approval by the ExCom) by email. The EAEVE Office reserves the right to change the programme content and speakers, should circumstances so require.
- The organising VEE provides all accumulated information (welcome, agenda, registration of attendees, registration of accompanying persons – possible selection of programmes, registration deadlines, social events, hotel information, practical information, sponsors, contacts, map of hotel location, campus map, etc.) on its homepage^{iv}, together with a link to the EAEVE homepage and logo. (as an example see the link [here](#) to the 33rd GA in 2020)

- GA attendees book accommodation via link on the homepage of the GA under a code or reference provided by the organising VEE.
- The organising VEE is responsible for maintaining and immediately solving any occurring problem regarding the online registration and hotel booking to the GA.

January – May/June

- In the first quarter of the year the regional delegate of ExCom takes a site visit to the VEE and all event locations in order to verify the suitability of the facilities, equipment etc., upon which he/she will write a brief report to the ExCom.
- The EAEVE Office supplies the organising VEE with annexes to be linked to the agenda on the homepage.
- The organising VEE supplies the EAEVE Office on a weekly basis with the list of registered attendees.
- The EAEVE Offices provides the list of VIP guests to the organising VEE on a weekly basis (in the form of an Excel table including all necessary information), so that they are thereby automatically registered (and so calculated into the attendees of other events). The EAEVE Office only acts as a channel between the VIP guests and the organising VEE; registration to the GA and social events, and hotel booking must be done (and amended if necessary) by the organising VEE, based on the information provided by the EAEVE Office.
- All registered attendees (including VIPs) must get an automatic confirmation after registration. The requests by non-EU members who need special invitations to get a visa or and/or avoid problems when entering the country are forwarded to the EAEVE Office.
- It is the responsibility of the organising VEE to ensure:
 - catering for lunch and coffee breaks considering 220-240 attendees
 - IT support (including sound, lights etc.)
 - information folders, welcome gift (at the Establishment’s discretion) and badges (sample can be provided by EAEVE Office upon request)
 - Speakers’ and EAEVE Office members’ name tags on table
 - The provision of an anonymous voting method/ sealed box(es) for secret ballot, upon request.
- The organising VEE selects volunteer students for support on site (i.e. helping with directions, providing a mobile microphone) and at hotels.
- Optimise logistics both at the breaks and at the receptions considering 220-240 attendees:
 - offer at least one vegetarian dish, bearing in mind cultural diets
 - two lines when queuing up for lunch/coffee
 - a separate table on which to leave dirty dishes
 - enough tables to lay plates and glasses unless it is finger-food
 - provide free Wi-Fi – at least in “hot spots”- during the breaks and at the receptions and some computers and printers available to all attendants,
- The end of the registration period shall be approximately two weeks before the GA. As experience has shown, a fair portion of members will not have registered by then; the option for online registration should therefore be kept open until the Friday before the GA.

At the GA

I. Space allocated

- Fire exits should be kept clear at all times and the organising VEE must ensure that neither equipment nor personnel obstruct them in any way.
- Approval to move any furniture if necessary in the allocated event area must be obtained from the event committee/agency.
- The organising VEE must keep the allocated event area in a clean and tidy condition, and any litter or rubbish must be removed before vacating the premises.
- If there is any regulation on leaving backpacks/bags outside the event area, it is the responsibility of the organising VEE to ensure the provision of lockers.
- If the organiser includes a tour to the Faculty premises, there must be the option for the attendants to leave the backpacks/bags in a safe place (security-controlled room, lockers, etc.).
- Opening hours of the Registration Desk at the venue: on the first day of the GA: morning till evening; second day: morning till early afternoon.
- It is the responsibility of the organising VEE to provide:
 - free Wi-Fi connection at the GA event area and in all rooms for the meetings around the GA
 - a colour printer with Bluetooth connection
 - IT specialist nearby all the time for trouble-shooting
 - proper lights and microphones
 - enough toilets considering 220-240 attendees
- Clearly mark the way to toilets in English and have them cleaned at short intervals (hourly).

II. Health and Safety

- The organising VEE has the duty to ensure the health and safety of its staff, the GA attendees, other guests and users of the GA event area, and should take all reasonable steps to avoid injury to persons or damage to property in the preparation and delivery of the GA.

After the GA

It is the duty of the organising VEE to provide a certificate of attendance upon request (sample can be provided by EAEVE Office).

Finances/Registration Fee:

It is at the discretion of the organising VEE to determine the registration fee, which has to cover:

- all meals during the GA
- Gala Dinner on the second day
- Cocktail Reception in the evening prior to the first day of the GA (Wednesday)

EAEVE committee members (ExCom, ECOVE, CIQA, Coordinators, SOP WG), EAEVE management board members and staff, as well as other VIPs (sister organisations, Speakers etc.) are entitled to attend the GA (including all social events) free of charge and the cost of their participation has to be calculated into the registration fee of 'regular' attendees.

- Approximately 40 persons (important to consider that registration fee for their accompanying persons (e.g. spouse), should not be a bulk sum but split in different items: Gala Dinner, Cocktail Reception, optional programmes, etc.)
- The VIPs are named beforehand by the EAEVE Office. The list of VIPs should be updated on a weekly basis and provided to the organising VEE by the EAEVE Office

- The cost of the VIP dinner is covered by the EAEVE Office as well as accommodation of the VIPs. There has to be a hotel selected for the VIPs with flexible cancellation policy up to the day of arrival. Payment for the hotel should be executed by bank transfer after check-out of all VIPs, as a total sum for all rooms, by the EAEVE Office.

The organising VEE is allowed to find sponsors and to decide on the registration fees accordingly, ensuring that it does not exceed the previous year’s registration fee plus 10%. The EAEVE Executive Committee reserves the right to review and amend the registration fee.

Please be aware of the fact when applying, that **the organisation of the GA** – unless sponsors are engaged – generally **will not result in any financial profit**.

Meetings around the GA

On the days of the meetings around the GA (typically on Tuesday and Wednesday), lunch and refreshments should be provided for the attendees (exact number of participants is provided beforehand by the EAEVE Office a few weeks before the GA) and cost of these services is covered by EAEVE. Meals could be ordered from a catering service or served as a menu (selection must be possible) at the canteen/a restaurant on campus.

ⁱ Suggested itinerary of registration

Registration fee	early bird Before April 18th	end of registration Before May 29th	after end of registration After May 29th *
GA attendees			

Accompanying persons			
Optional day programme			

*by credit card only

ii GA registration fee as of 2016 (before March 31st / after March 31st / after May 10th)

Registration fee	2016 Uppsala	2017 London	2018 Hanover	2019 Zagreb
EAEVE members	€ 395 / € 460 (VAT included)	£360 / £420 (VAT included)	€ 370 / € 440 (VAT included)	€ 350 / € 440 (VAT included)
Accompanying persons	€ 262 / € 328 (VAT included)	£240 (VAT included)	N/A	N/A
Optional day programme	€ 26	£72	€ 35	€ 100
VIP dinner / person	€ 76	£95	€ 65	€ 50
Attendees Total	206	210	225	237

iii Sample of GA and Educational Day Agenda

<p><u>Evening prior to first day (Wednesday)</u></p> <p><u>19:00 – 20:00</u> Cocktail Reception</p> <p><u>20:30 – 22:30</u> VIP Dinner</p> <p><u>First day – General Assembly</u></p> <p>08:15 – 09:00 Registration and handing out of voting cards</p> <p>09:00 – 10:30 EAEVE Internal Issues part I</p> <p><i>Welcome and adoption of the Agenda; President`s Report; Treasurer`s Report; Financial Figures</i>10:30 – 11:00 Coffee break</p> <p>11:30 – 12:30 EAEVE Internal Issues part I (<i>continued</i>)</p> <p>12:30 – 13:30 Lunch</p> <p>13:30 – 14:30 Parallel Sessions</p> <p>a. Meetings of each EAEVE region (if requested)</p> <p>b. Meetings of the VEE representatives with the President and Director about the European System of Evaluation of Veterinary Training (ESEVT)</p> <p>14:30 – 15:00 Coffee break</p>

25:00 – 17:00 EAEVE Internal Issues part II

19:30 – 22:00 Gala Dinner

Second day – Educational Day

08:45- Arrival

09:00 – 10:30 EAEVE Educational Programme I

10:30 – 11:00 Coffee Break

11:00 – 12:50 EAEVE Educational Programme **II**

12:15 – 12:45 Poster flash**12:50 – 14:00 Lunch**

14:00 – 14:10 Selection of best poster presentation by auditorium

14:10 – 14:40 Report of Activities**14:40 – 15:00** Poster prize and closing remarks

15:00 – 15:30 Coffee break

15:30 – 17:00 Visitation of the VEE

19:30 – 22:00 Informal Dinner

Third Day

Optional Day

^{iv} Previous GA websites

2020 Nantes <https://www.asconnect-evenement.fr/congres/eaeve-nantes-2020/>

2016 Uppsala <http://akkonferens.slu.se/eaeve2016/>