



Recommendations and Guidelines for Organisers of ISVA Congresses

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1. Preamble

The purpose of this document is to provide what is essentially a set of helpful hints and recommendations, based on previous congress organising experiences, to help guide organisers of future congresses to provide what the various participants (delegates, sponsors, accompanying persons, etc.) will expect. It should be read in conjunction with the document entitled “**ISVA Congress Rules and Procedures, Updated 2021**” that sets out the more formal and mandatory rules and procedures for the organisers of International Sheep Veterinary Congresses to follow.

2. Congress Organization Tips

- Start organizing the Congress immediately after being awarded the bid. See ISVA Rules and Procedures - Updated 2021 Appendix 3 for recommended Congress Planning Timelines.
- One of the most important things you can do is firstly hire a Professional Conference Organizer. Ideally, use somebody local to the venue and if possible, with experience in veterinary congresses. Sit down with several to compare services, experience and cost.
- Likely you have formed a Local Organizing Committee (LOC) for the bid process. Review that committee and make sure you have the expertise and energy on the LOC to see the project through.
- Set up subcommittees. The Scientific Committee membership has requirements as indicated in the ISVA Rules and Procedures - Updated 2021. Section 8.1.
- Other subcommittees to be formed may /should include: sponsorship, finance, social, pre/post congress tours, volunteers, technical requirements, and others as you see fit. Make sure each subcommittee knows its job and reports regularly its progress to the LOC. One member of each subcommittee should also have membership on the LOC so that activities are well coordinated.

3. Announcement and Reminders

- Potential participants should be made aware of the venue and date three years ahead of the Congress, i.e. as soon as awarded.
- Create, make known and regularly update a website. There should be a link to the congress website placed on the ISVA website.
- Make sure that first, second and subsequent announcements and calls for papers are made in good time and widely advertised.

4. Budget and Finance

- The ISVC should have a separate bank account from the hosting organization so that charges and income can be easily tracked.
- The purpose of the congress is not to make a large profit for the LOC, but to promote advances in sheep veterinary knowledge and expertise, while breaking even financially or making a modest profit.
- Consider that if the congress does not break-even, the hosting organization or its sponsoring body (e.g. national veterinary association) is responsible for making up the shortfall. A poorly planned congress will have long-term detrimental effects on the hosts.
- Appoint a finance committee to run these aspects and report to the LOC. Update and adapt budgets quarterly and then monthly. The aim is to have a small surplus and definitely not to make a loss.
- Draw up a budget with break-even points based on numbers of expected registrants.
- Consider also that there should be a built-in variance in your budget (e.g. 20%) to account for unexpected events that may affect a) registration numbers b) sponsorship dollars. Such events do occur and have occurred (e.g. political instability, pandemics, general strikes, adverse weather events, earthquakes).
- Make sure your budget is resilient enough to account for these possible effects. Apply a risk analysis to the budget with different registration numbers and variable sponsorship dollars to test that resilience.
- Keep costs reasonable. Negotiate with suppliers for preferential rates. Do not pursue “white elephants” that cost far more than they bring in as income.

- Separate congress costs into those that are “fixed”, i.e. little to no change when registration numbers vary, and “variable”, i.e. affected by registration numbers (e.g. meals).
- Separate congress costs into those that are “core”, (e.g., costs associated with scientific presentations), versus “optional” (e.g., social programmes). The latter may be separately charged from core registration costs to accommodate those on a budget.
- The congress venue will likely be your biggest cost - fixed or variable. Most convention sites, while having the necessary room size and IT support, are usually very expensive. Consider venues that may be more affordable such as universities. The downside to using a university site may be that a) there may be no suitable university at the congress city location, b) facilities are only available when classes are not running, e.g. summer. However, usually universities are well-located and have up-to-date AV capabilities as well as other on-campus amenities.
- When looking at the break-even for registration numbers (e.g. 450 registered delegates), consider that this fee must be affordable to veterinary practitioners who must also take time off work, travel long distances and pay for accommodation at the location of the congress. If the registration fee isn't affordable, what is the plan to bring it down to an affordable price?
- Consider the exchange rates of countries from where you expect / plan many attendees. Is the registration cost still affordable?
- If the congress must rely on sponsorship dollars of higher than 30% of expected revenue from registrations, this might indicate that your costs are too high.
- Establish a registration fee per participant, with a discount if paid early (to aid cash flow & general organisation).
- Do not forget that a portion of this registration fee is forwarded to the ISVA (currently \$10 USD per registrant) at the conclusion of the congress - this is mandatory and before expenses.
- Special registration fees for students are common for scientific conferences and should be advertised on the webpage on links leading to the registration page.
- When (not if) potential registrants request a break on or waiver of registration fees, have a plan in place to uniformly respond to those requests.
- Budget expenses to include in order to determine the fee charged by registration:
 - Venue costs including AV needs and IT assistance;
 - Video recording / virtual access requirements;
 - Facilities for sponsors' booths (tables, curtains, electrical, etc);
 - Professional conference organizer fees;
 - Liability insurance;
 - Expenses associated with the LOC;
 - Meals - breakfast (if offered), lunch, two breaks during the conference day;
 - Promotional costs including web page, signage, ads, email addresses;
 - Satchel / backpack and goods (programme and abstracts (paper and / or digital), sponsors' materials, other promotional items);
 - Invited speaker costs, gifts for invited speakers and session chairpersons;
 - Awards if offered.

Registration Fees

- Registration fees (along with sponsorship dollars) represent the lion's share of the congress revenue.
- The LOC should develop a policy for registration discounts for those presenting, i.e., invited speakers and / or those presenting proffered papers. This should be accounted for in the budget.
- Most people will not register until very close to the deadline. Consider this when planning a suitable deadline. You will need to finalize numbers for meals, etc for the caterer - what is that drop-dead date?
- To motivate potential registrants to register early, select a suitable early registration deadline (e.g., 2 months prior to the final registration deadline) and a motivating differential price between it and regular registration.

- The deadline for registration (e.g., 2-3 weeks before the Congress) should be well publicized but you can build in some leeway for those that are tardy.
- Have a “no refund” deadline. This could be the date when you need to provide final numbers to the caterer for breaks and meals. It could be the same date as the deadline for registration.
- However, you could consider compassionate refunds (e.g. illness) or partial refunds that makes sure the congress doesn’t incur losses for consumables that can’t be cancelled.
- Make sure refund policies are well advertised up-front and included on the registration form.
- Special events (dinners, technical tours) are usually separately selected options to the registration and should be separately budgeted to determine break-even charges.

5. Sponsorship

- It is essential to create awareness and get enthusiasm and support from sponsors for the Congress years ahead (preferably 3 years) and once sponsorship is secured, it is important to keep in frequent contact with sponsors keeping them updated with major developments.
- As outlined in the “Rules and Procedures” document a differentiated format along the lines of platinum, gold, silver, etc sponsorship is strongly encouraged. Give potential sponsors a variety of options that link sponsorship level to benefits offered.
- Make them part of the decision making process – create a Sponsors or Industry committee. Link major events to exclusive sponsorships. Options for sponsorships could include:
 - Corporate symposia sponsor;
 - Named breakfast session;
 - Congress dinner sponsorship;
 - Reception after the scientific sessions are concluded for the day;
 - Congress lunch, morning or afternoon tea sponsorship;
 - Congress satchel sponsorship;
 - Congress lanyard sponsorship;
 - Internet centre sponsorship.
- Sponsorship opportunities should provide – hosting opportunities, opportunities to promote products and services, staff to be involved and is of benefit to the sponsors’ customers.
- Corporate sponsorship should not include sponsorship of keynote / plenary speakers or scientific sessions because of the risk of the impression of bias.
- Sponsors are welcome to host a sponsor-specific scientific session as long as not scheduled at the same time as congress sessions. They may wish to use this to launch a new product or just educate delegates about their products.
- Sponsors may also submit abstracts for consideration for the general session.
- Usually, sponsorship packages will include delegate registrations for members of the sponsoring corporation.
- Keep in mind that sponsored block-registrations may be requested to allow for a corporation to host “preferred customers”. This is outside of the sponsorship packages. It is advised that while this type of sponsorship may increase total registrations and help to meet the break-even for registration numbers, it is recommended that they not be offered at a price less than the early bird price for regular registrations.
- The production of a sponsorship prospectus which outlines all the various sponsorship packages is a good idea.
- Avoid the following as this will damage your chance of soliciting sponsorships:
 - Plucking figures from thin air;
 - Making unrealistic claims, better to under promise and over deliver than fail to provide what is promised;
 - Short term “My event is next month”. Planning must be long term at least one year in advance to allow for budgeting;

- Turning up to meet the sponsor without the team. Ensure at least a couple if not more members of the team are also present;
- Not doing homework. Tailor proposals to specific companies – this indicates awareness of their business;
- Don't come round the back door. Talk to the right person to maximise your chances.
- Sponsorship is not a donation – it is an investment. It is an exchange of mutually beneficial values between two partners. Organisers need to prove and continue to prove value. Make sure that your main sponsors are key partners, not just another exhibitor. Organisers should also realize that the total investment to a company is usually double the sponsorship outlay - say \$50k to Congress plus additional \$50k in company's expenses for staff, freight etc.
- In the end poor planning and not delivering what is promised will mean most proposals will fail.

6. Transport

- Accessibility is key.
- Ensure that there is enough parking and regular buses. If parking is not free, ideally have the option of purchasing parking passes available on the registration website.
- Remember that the term "shuttle service" is taken to mean a regular, frequent and free transport system between venue and accommodation, not just once or twice a day. If the shuttle service is not free, make sure the cost is well advertised on the registration site.
- Walking distance between accommodation and venue must be stated accurately.
- A web-based maps feature (e.g. Google Maps) can be added to the website to show the different transport options including walking, public transport and driving between the various accommodation hubs and the venue.
- Transport between congress venues and social or practical/ demonstration venues must be such that if there is a time overrun, people are not hustled onto the buses to meet predetermined deadlines. Ideally there should be a few optional departure times.
- Make sure that people know how to get from the airport to their accommodation and back. A welcoming kiosk at the airport is a good start to the congress (or pre-congress tour, if possible).
- Consider also how to best accommodate people with disabilities - whether with impaired mobility or hearing or eyesight. Work with your professional conference organizer to address options and then advertise them to encourage delegates who might otherwise not be sure their needs can be accommodated.

7. Congress Venue

- A large reception area is essential for registrations, payments, changes, and extras. Staff must be informative and able to handle all requests and questions. The space should be open, easily accessed but also have ready access to a secure room where valuables can be stored under lock.
- The exhibit areas should be in a lockable section that is also very close to the session halls so that delegates can easily visit. Perhaps breaks can be located in the same area if possible. Ensure there are lots of electrical outlets.
- Sessions halls of different sizes should be close at hand and clearly signposted, ideally in close proximity.
- Remember that sessions should be timed to allow for delegates to move quickly between rooms.
- Outside each hall there must be a large notice giving the session and times (changed every session).
- Clearly signpost toilets, exhibition venues, tea/coffee area, speaker's room for handing in CD / memory stick & previewing etc, session halls and any other important places.
- Cater for more than expected number of participants, just in case. Talk to the Professional Conference Organizer to get a reasonable number.
- There should be some flexibility in providing extra seating in a venue, if required at the last moment.

- Ensure that the audio-visual equipment is of high standard and in working order with backup facilities and good staff on-hand (rather than just telephone accessible) who know how to operate it and deal with any problems immediately that may arise.
- Be sure that exhibitors and sponsors are well catered for – exhibition space, proximity to session halls and tea/coffee area, extra hospitality rooms for major sponsors, choice of exhibition space in order of size of sponsorship.

8. Scientific Programme

- This is the heart of the congress and must meet a number of needs and expectations from a variety of countries as well as special interests, which can only be achieved through international involvement in the planning.
- Make sure that the ISVC Scientific Committee understands its role and assists in the rigour of the scientific programme.
- Send out questionnaires and identify key people from different countries, farming systems and disciplines. Ensure that country representatives are told to think broadly and reflect much more than just their own interest.
- Identify a number of themes that will have wide international relevance and will form the basis for a number of major sessions, and other themes more restricted in appeal for minor sessions.
- Ensure that presenters know if there will be awards for best presentations within sessions and overall – this can create friendly competition and better presentations (awards can be simple certificates). This is most important for graduate students and young faculty, who are resumé building.

Invited Speakers

- Try to source a variety of speakers internationally - ideally those with a known reputation and expertise that fits the themes of the congress. Do this by working through country representatives or other contacts. This is an international congress and so should represent international knowledge and expertise.
- It is up to the LOC if financial considerations are provided to invited speakers (e.g. free registration on the day of presentation) but ensure this is accounted for in the budget.
- Offer a gift to all invited speakers, ideally something that represents the local sheep industry, is artisanal, and can be easily transported in luggage. A card signed by the congress chair is also appreciated.
- Beware of asking politicians to deliver keynote or opening session speeches. They often arrive late, speak too long or are not speaking to the interests of the congress.

Scientific Review of the Papers

- Use the ISVC Scientific Committee to peer review the papers and abstracts and provide final decisions on whether to accept the abstract or accept as an oral presentation or poster. This ensures a higher standard and gives the congress more credibility.
- Encourage that accepted papers also represent international expertise.
- Make sure that the committee is given ample time to review abstracts - they usually have other responsibilities as well. Let them know the dates you will be sending the abstracts to them and when to expect the review - well ahead of when they are sent.
- Have them indicate beforehand their areas of expertise / comfort with regards to topics to review and assign accordingly. Allow them to suggest word-smithing edits to help with flow and clarity.
- However, if there are substantive issues with the abstract content, decide ahead of time whether the option of returning it for correction to the submitter is allowed, or if the abstract is to be rejected.

Proceedings

- Papers and abstracts should be sent to the chair of the ISVC Scientific Committee as Word (*.doc, *.docx, *.rtf) documents as per the Rules and Procedures, Appendix 2.

- Key words can be used to search and find subjects or authors of interest.
- Make sure the formatting instructions are provided to potential speakers well ahead to save you from sending back abstracts for corrections or having to do the corrections yourself.
- Consider that accepted papers and abstracts should be collated by session / topic and saved in a format that can be easily digitally shared with delegates (e.g. USB type flash drive, password protected web-based file manager site).
- PDF provides a standardized well-accepted format that can be easily read around the world and is amenable to keyword searching and bookmarking and can be downloaded or provided on a USB flash drive at the congress.
- HTML can be also considered for web-based access only but a downloadable format is often preferred by delegates.

Presenters Who Do Not Register Before the Deadline

- Those who submit and have abstracts accepted and then do not arrive to present them without good reason and without prior notification and apology, must be identified and communicated to organizers of future congresses, as they are often repeat offenders.
- No one should be allowed to present without meeting all the requirements on schedule.
- Having a closing date by which speakers must have registered to have their paper accepted will help with this.
- Make sure this date is well advertised and that reminders are sent to speakers not registered with the warning that their talk will be removed from the programme if registration is not received by "X" date.
- You will need to adjust the programme if a speaker does not register in time - consider this when planning the programme.
- A final programme should be posted right after this deadline rather than before, although it is fair and often necessary to provide speakers with the day (session) and location they will be speaking (but not exact time) before that.
- Try very hard to not have gaps in the session or to arbitrarily move speakers up to fill a gap as in the latter case, a delegate may be planning to move from another session to hear that speaker and will not be pleased to have missed the talk.
- Make sure moderators understand this.
- If a presenter is registered but does not show up, have a contingency plan in place.

Presenters Who Cannot Afford to Attend

- You may accept a paper and then be contacted by the presenter with a request for financial assistance to attend.
- Make sure your local organizing committee (LOC) has a clear policy and assessment framework on this and that this policy is available on the website.
- The ISVA Executive Committee should be made aware of requests from researchers / educators / students from countries low on the UN Human Development Scale and whose contribution is viewed by the ISVC scientific committee as highly worthy of support. The Karl Linklater fund may - at the discretion of the ISVA - be used to assist one or two people to attend the ISVC or to support remote / virtual attendance.

Session Chairpersons

- Session chairpersons must be carefully selected and not chair a session in which they are also speaking.
- Create a list of instructions for chairpersons (see Appendix 1 for an example from the 8th ISVC) so that the same format is followed, standard introductions are used, and both speakers and sessions are kept to time. The latter is very important because delegates may want to change between sessions to hear specific papers.

- Timing of each presentation requires a great deal of planning. It is composed of the time the speaker presents, opportunity for questions and discussion, and change-over of speakers.
- Session chairpersons should be provided with a system to time presentations and to give a “1 minute warning” to speakers. Don’t be afraid to instruct the chairs to be insistent in this regard so as to keep things on-time.
- The opportunity for questions of the speakers is a very important aspect of the congress. Plan timing of the papers so that there is time for discussion after each paper, or if preferred - at the end of each session.
- Consider that it will take 1-2 minutes to changeover presenters. There are ways to reduce that time but make sure the schedule allows for it as nothing ever goes perfectly smoothly.
- Make sure your session starts on time and ends on time - as much as humanly possible!
- A gift should be provided to session chairpersons for recognition of their volunteer contribution.

Presenter Instructions

- Presenters should be provided with written simple instructions that includes:
 - Length of time of presentation separate from time also allotted for questions;
 - Location of the speakers’ ready room to check that their presentation meets AV standards;
 - Where and when to upload their presentation - ideally well before the session so that time is not taken up with speakers lined up at the computer - USBs in-hand - waiting to drop their presentations onto the desktop of the room’s computer; and
 - To be present before the session to meet the chairperson of their session.
- Ideally these instructions are emailed to them - one document per presentation along with the session chairperson’s name and email address in case they wish to communicate directly.

Presentations and AV Equipment

- Most speakers will use a PowerPoint presentation. Make sure that the version is compatible with the software / hardware being used at the conference.
- Instructions can be provided to speakers once their abstracts have been accepted.
- Consider sending a PowerPoint template that may include a standardized title page that includes the congress logo.
- Embedded or stand-alone videos should also be the correct format to run and should be checked prior to presenting, ideally in the speakers’ ready room.
- If the speaker needs to access something on the web, make sure that the computer in the room is connected to the internet - either by cable (preferred for speed) or using WIFI and that the password to the internet is available on the lectern (and is the correct password).
- If computers are being leased or borrowed by the LOC, make sure that the operating system is up-to-date as well as up-to-date versions of the commonly used software (Microsoft Office, Adobe, suitable web browsers etc).
- If the venue is providing computers (check, sometimes they don’t) then have a conversation with them to make sure they understand and are compliant with the AV needs of the congress.
- Ideally, an AV / IT team present in the speakers ready room, can assist speakers with any issues at least ½ day before they are scheduled to speak.

Uploading and Downloading Presentations

- Consider having the presentations uploaded into a web-based file sharing system in the speakers’ ready room.
- The presentations can be uploaded after they are checked and then downloaded onto the room’s computers (desktop) prior to the session.
- This could be done by the session chairperson but make sure they are trained and have all the necessary passwords.

- Or have it done by a member of the LOC - student volunteers could be perfect for that task. These volunteers can also be used to track down tardy speakers whose presentations are missing.

Organization of the Session

- Usually sessions are organized by topic or theme.
- Consider that practitioner case reports are not scheduled with research-based presentations. Case reports, practice tips, etc may attract a different audience than research papers.
- Have seats reserved in the front row or on the stage / front of the room for speakers so that time required to come to the lectern is lessened.
- Consider whether you wish to limit the speaker to a fixed mic or have a wireless mic so that the speaker may be able to move freely about. If the latter, make sure that there are extra batteries and that the session chairperson is trained to manage the wireless mic.
- Also have a remote slide changer with a laser pointer - again extra batteries!

Organization of the Question Period:

- A good question period is critical to the intellectual quality of the congress. Make sure that there is adequate time.
- Questions may be asked at the conclusion of each presentation or if grouped by theme, you have the option of organizing so the speakers return to the front of the room at the conclusion of the session and open up for questions of any speaker.
- Consider whether a mic should be used for questions from the audience - and answers. If the session is being recorded often a mic is required.

Organization of Posters:

- As soon as a poster is accepted, send the presenter instructions for the poster format including size and orientation (check this with the company you are renting poster boards from to make sure they fit!).
- Require a "take home message" spot on the poster for delegates that are doing a quick walk-by - this might pull them in for a closer look!
- Suggest a minimum font size (24 point) so the text can be easily read from a few feet away.
- Some presenters will not wish to travel with a poster; identify a local printing business that can print posters. Often these businesses have a web-based file sharing system that allows the poster document to be remotely uploaded before the presenter begins their travel to the congress, and then the printed poster can be delivered to the congress site and picked up there by the presenter. Just provide the information - let the presenter handle all arrangements as well as payment so you don't have to chase them down!
- Posters should be up early on Day 1 of the congress and stay up to the conclusion.
- Number / identify the poster sites as organized in the programme. Put a sign / label on the poster board, indicating which poster goes where - this will lessen mistakes.
- Have a kit available at the poster viewing area that includes scissors (I put florescent tape on the handle to discourage them from walking away), Velcro 2-sided tape or pins (depending on poster boards), and transparent tape.
- Some presenters will print small copies of the poster to give away to interested delegates. Decide the policy on this. With the advent of smart phones, most delegates can now take photos of posters for future reference.
- Make sure the poster viewing area is near where the breaks and commercial exhibits are situated and not in a less accessible space. If space allows, include them between commercial exhibits - this will encourage foot traffic both ways.
- Make sure good lighting is present so the posters can be read easily and that they are not placed too high.
- To encourage delegates to visit the posters, consider having a "one-minute poster presentation" session(s), organized by theme or topic. Ask those with posters to - in one minute or less and using one

or two slides - give an overview of the poster. Ideally the poster presenters can then “hang out” by their posters during the breaks. Delegates will recognize them and this will encourage interaction.

9. Pre and/or Post Congress Tours

- Traditionally 2 – 3 pre-congress or post-congress tours have been organised.
- It is preferred to offer a variety of lengths and destinations, and therefore costs.
- Keep numbers of people low enough so that the destinations don't get too crowded. No more than 30 individuals per tour is probably a good goal.
- Plan for double-room occupancy when setting prices, but have the option for single-room if so requested. Of course, this will be a much more expensive option.
- Make sure the bus is comfortable, has air conditioning and a working toilet. For the latter, plan for portable toilets to be brought to farms where facilities are at risk of being overwhelmed.
- Present an itinerary that is a mixture of sheep oriented activities (farm, research establishment visits, etc) and activities that show off the more tourism oriented activities (scenic, local culture, etc).
- Have a dedicated tour guide whose is responsible for all organization and trouble-shooting (and there will be trouble to shoot).
- Include a knowledgeable and local person familiar with sheep production / health, cultural knowledge and / or relevant tourist destinations, on the bus for the day. Having these “guests” is one way to provide added value to the tours - particularly if there is considerable distance between stops. These people may be local vets, government advisors, local historians, artisans, etcetera.
- When visiting a sheep farm, it is ideal to include the flock veterinarian as a guest.
- Make sure all guests are offered to join with meals and perhaps a gift acknowledging their contribution.
- For longer tours, plan a non-travel day to allow for shopping, laundry or self-determined tourism.
- Often close to 50% of the people on these tours are accompanying persons and therefore it is important that the balance of activities does not tilt too far in favour of sheep oriented activities as accompanying persons are not necessarily that interested in the sheep side of things.
- The provision of a reasonably detailed itinerary document that includes names and brief details about the various farm or scientific contacts made during the tour and incorporating space for taking notes, is appreciated by tour participants and every effort should be made to provide such an itinerary. Include a map, note pad and pen.
- Consider the vagaries of the local weather - would an umbrella help?
- Have a first aid kit and include bug spray, sun screen as well.
- Consider the needs to ensure biosecurity - disposable boots, gloves, disposable coveralls, disinfectant soap, etcetera.
- Detailed instructions on how to get from the nearest international airport to the starting location for the tour should be provided.
- Have the tour end at the congress site and plan to drop people at their accommodations.

10. Social Programme

- This should be varied and represent opportunities to socialise, sample local food and experience local culture in all its aspects.
- In the evenings when engaging a local musician or artist for entertainment, also plan for opportunities for attendees to have conversations.
- Try to seat people so that international visitors mingle with locals, who are requested to take time to explain food, customs and culture.
- As outlined in the Rules and Procedures document (14.3 & 14.4) one of the social occasions should emphasize the culture of the host country and another occasion should make provision for delegates from participating countries to present a short cultural item of their choice. If possible a short time slot in the congress programme could be set aside for practice time for these items.

- An accompanying person's programme should be provided featuring trips to local places of interest. This doesn't need to occupy the entire congress programme as this then leaves some free time for people to "do their own thing".
- It is up to the LOC whether to include technical tours, e.g. visit to a nearby sheep research facility, or a workshop where registrants can learn a new skill. The timing should not conflict with the scientific sessions.

11. Congress Satchels

- Try to make these unique and memorable for the venue or host country.
- Make sure that these have all the items required for all participants, with extra items for individuals as ordered.
- Try to ensure that all the organisations which want items inserted that promote themselves or their products, have paid an appropriate fee or sponsorship.

12. Name tags

- The First and Surname must be **large** and easily read from 1 – 2 metres away, if possible on both sides. The rest (country etc) can be smaller.
- Colour code or use ribbons for different categories (speaker, organising committee etc) because this helps locate the right people and identifies who is allowed to do what.
- If the delegate represents or is sponsored by a corporate sponsor, this should be clearly indicated on the name tag as well.
- It is up to the LOC whether to use the option of RFID to monitor attendance in each room. While this is commonly used at large conferences, it is also expensive.

13. Certificates

- Attendance certificate should be available at the end of the congress.
- Remember to add a description of the congress to ensure recognition that it qualifies for CPD accreditation. This may include number of hours of presentations or days attended.
- Some countries require that a third party verify that the congress meets that country's CPD requirements as part of their veterinary licensure quality assurance regulations (e.g. in the USA this is called [RACE](#)). Investigate this as some of the audits are expensive and may be beyond your budget. If so, detail on the registration page what will be provided as evidence of attendance.

Appendix 1.

GUIDELINES FOR CHAIRPERSONS

On behalf of the Organising Committee for the International Sheep Veterinary Congress, thank you for agreeing to be a chairperson for the Congress to be held in on Below are some guidelines intended to help you carry out your role as chair and assist with facilitating your session.

In Advance of the Congress:

1. The programme is available on the website (link) for you to review.
2. Prepare a brief introduction to your session and where relevant, link the theme of your session with the overall theme of the conference which is “.....”
3. Prepare a brief introduction for each of the speakers in your session. Speakers’ biographies will be emailed to you prior to the Congress.

Prior to the Session:

4. Please be available before the start of your session, to meet and welcome the speakers in the session venue. If the speakers are not in the venue 10 minutes prior to the start time, please contact the staff at the registration desk.
5. Speakers have been told the time available to them. When you meet with them, please reiterate that they **must** confine their presentation to the allotted time, this is extremely important to ensure all of the presentations run to time, and to allow delegates to change between parallel streams. Please inform the speakers that you will indicate when they are approaching their time limit and when their time is up. There will be a student in each of the presentation rooms to assist with timekeeping.
6. It is **critical** that the sessions run to time. Check the timing for your session in the handbook. 15-minute presentations will consist of a maximum 12-minute talk and 3 minutes questions. 20-minute presentations will consist of a maximum 16-minute talk and 4 minutes questions. There will be a one-minute pause between presentations to allow delegates to change streams if they wish, and to set up for the next speaker.
7. Speakers should sit close to the stage or at the head table on the stage as per your session requirements.
8. All speakers will have pre-loaded their presentations in the speakers’ preparation room.
9. An AV Company,, has been engaged to handle all audio visual, sound and lighting requirements and a technician will be in the session room to manage all their equipment throughout the session. The session room will be equipped with standard AV equipment including data projector, lectern, microphone and lapel microphone. In the unlikely event that any of the equipment fails, speakers have been requested to continue with their presentation while the technician rectifies the problems. It may be necessary for you to prompt the speaker to continue if this should occur.

During the Session:

10. At the beginning of the session please introduce yourself, make any housekeeping/sponsor announcements and introduce the session. You will be provided with housekeeping notes prior to your session which will include announcements. These will be given to you either in person or will be left on the head table prior to the start of the session. If the session you are chairing is sponsored it is important to acknowledge the sponsor and this will be advised in your housekeeping notes. We request these announcements be made to ensure all delegates are aware of the necessary information.
11. Briefly introduce each speaker prior to their presentation.
12. **KEEP TO TIME** (even if the audience is small) **as per points 5 and 6 above.**
13. Please thank the speaker at the end of their presentation and begin the applause. If the lecture or session is sponsored please also thank the sponsor at the beginning and end.
14. Start discussion time reminding audience members to use the microphones provided. Please guide the discussion and if necessary repeat the question for the benefit of the audience.
15. Question and discussion time will be an important aspect of this congress. If the question/discussion time for a speaker threatens to go over time, please halt the questions/discussion but suggest it can be continued at the end of the session. At the end of the session, re-initiate the discussion if appropriate. Please be sensitive with regard to handling questions. An audience may want to continue discussing one particular aspect of a presentation. Alternatively they may tire of one person pressing a particular point. *Please maintain balance and control. You may need to lead the questions.*
16. **If a speaker fails to show up for the session please do not move forward in the programme. It is imperative that you keep to the publicised programme times.** Should this situation arise you are encouraged to invite questions on the presentations previously heard or initiate a general debate until the time for the next presentation.
17. When closing the session and before giving a final thanks to all the speakers, please remind the audience when the next session commences. Refer to your Congress handbook for the time. If a break immediately follows the end of your session, announce that the break (morning tea, afternoon tea or lunch) will be served in the Exhibition Area.
18. Keynote and plenary speakers will be receiving gifts. These will be at the head table prior to your session. The gift should be presented to the speaker after their presentation. If the keynote presentation is during a multiple session please present the gift at the end of their talk, not at the end of the session.

If you have any queries, please contact