

Rules of the World Veterinary Congress

DEFINITION

Rule 1 - Date and Place

- 1.1 The World Veterinary Congress (WVC) is held every three years. The date And the place of the future Congresses are decided at the Presidents Assembly of the World Veterinary Association in session, by a simple majority vote. In case of absolute necessity, changes may occur by a two-thirds majority of the votes cast in the Presidents Assembly in session. If such a decision concerns the immediate next WVC, the Council may decide on changes with a four-fifths majority of the votes cast.

Rule 2 - Choice of the Place

- 2.1 The venue of a Congress is determined two terms in advance of the date of the Congress. It is based on an invitation from a national member of the WVA for a specified place and year.
 - 2.1.1 A national member organisation that has been a full member of the WVA for at least one year, may apply to organise a WVC. The President of the applicant organisation shall submit the invitation to the Secretariat (including the information listed at Annex 1, Appendix 1), at least six months in advance of a Presidents Assembly Meeting.
 - 2.1.2 No member of the WVA will be prevented from participating in the Congress, unless the host Government determines that a member presents a security risk to the host country.
 - 2.1.3 The Host Organisation will seek, from a ranking government official of the host country, a letter welcoming all attendees to the World Veterinary Congress.
- 2.2 In the cover letter to the Secretariat, the applicant organisation should state its readiness to sign a contract with the President of the WVA, binding it with:
 - 2.2.1 A strict time schedule and specific actions within certain time limits.
 - 2.2.2 A financial obligation to remit to the WVA:

- 2.2.2.1 US\$ 30,000, adjusted yearly according to the United States inflation rate, 1st January 2002 taken as the basis. The inflation rate will be measured using the Consumer Price Index for Urban Consumers (CPI-U) that is published by the U.S. Department of Labor as of December 31 of the year prior to the date of the Congress.
 - 2.2.2.2 US \$20 (adjusted for inflation as described above) for each participant who is registered at the primary registration fee.
 - 2.2.2.3 Registration fees for one or more single days may be offered. The daily fee shall include US \$10 per day registration payable to the WVA.
 - 2.2.2.4 Per-registrant fees payable to the WVA apply only to full registrants. They do not apply to complimentary registrants, Accompanying Persons, or to any other individuals who do not pay the full or primary registration fee or the full daily fee.
 - 2.2.2.5 The amounts that are payable to the World Veterinary Association shall be due within 45 working days after the end of the Congress accompanied by a detailed accounting of the basis of the payment.
- 2.2.3 Immediately after the approval by the Presidents Assembly, the contract is signed by the President of the WVA and the President of the host organisation or his or her assigned representative, as part of the Presidents meeting. The format of the contract is shown at Annex 3.
- 2.3 The Host Organisation must give proper consideration to meetings already planned that may compete for attendance or sponsorship. Once a date and location for a WVC has been decided, other Member Associations must agree to avoid organising national or international meetings that may conflict. Joint meetings are a means of avoiding such conflicts. These should be co-operative enterprises between organisations that may or may not be members of the WVA. The Executive Boards of all concerned organisations must agree to such co-operative ventures.
- 2.4 The Host Organisation and the WVA must be considered equal partners in the planning and delivery of a successful World Veterinary Congress or joint meeting. Therefore, they must, at all times, mutually agree on all details involved in the planning, administration, management, and delivery of the WVA Congress. The WVA must recognize the knowledge and expertise possessed by the Host Organisation regarding the Congress site, management practices and procedures, and cultural considerations that are required to produce a successful event in that venue.

CONGRESS ATTENDEES

Rule 3 B Categories and Registration Fees

- 3.1 Congress attendees include:
 - 3.1.1 Honorary members of the WVA
 - 3.1.2 Members of the Presidents Assembly
 - 3.1.3 Ordinary WVA members, including:
 - 3.1.3.1 Members of national or associate organisations that are members of the WVA
 - 3.1.3.2 Representatives from Organisations that have Observer Status with the WVA
 - 3.1.3.3 Individual members of the WVA
 - 3.1.4 Students, including:
 - 3.1.4.1 Veterinary students
 - 3.1.4.2 Other students
 - 3.1.5 Visitors, including:
 - 3.1.5.1 Veterinarians from non-member associations
 - 3.1.5.2 Veterinarians from non member countries that do not hold a membership of an associate member organization of WVA
 - 3.1.5.3 Non-veterinarians other than those defined in 3.1.3 or 3.1.6
 - 3.1.6 Accompanying Persons, including spouses, family members, and guests of primary registrants
- 3.2 The Host Organisation establishes the registration fees. A basic registration fee is suggested for the WVC general programme, with additional fees for seminars, workshops, and social events.
 - 3.2.1 There shall be two primary, or full registration fees for the complete main programme: one for WVA members and one for visitors.

- 3.2.2 Great care is needed in establishing the registration fees for the World Veterinary Congress, because they will influence the level of attendance. The importance of commercial sponsorship cannot be over-emphasised. A conservative budget is required to achieve a careful balance between: (1) charging an economic fee to avoid incurring a financial loss and (2) making the Congress an attractive and affordable event.
- 3.2.3 A maximum of five (5) complimentary registrations will be made available to the WVA Executive Committee to be assigned, at its discretion, to delegates from Emerging Countries which are, or seek to be, Member Associations of the WVA.
- 3.3 The President and Vice-Presidents, WVA Past Presidents, WVA Officers and WVA Honorary Members will be eligible to register for the same nominal fee as those same officials of the Host Organisation
- 3.4 WVA staff members shall not be charged a registration fee.
- 3.5 Ordinary WVA members shall pay the normal registration fee
- 3.6 All veterinary students shall be admitted on an equal basis. Veterinary students who produce documentation of their enrollment in a veterinary school in a WVA member country may be provided complimentary registration, but if they are charged a registration fee, it shall not exceed 25% of the primary registration fee.
- 3.7 Other students may register at the fee that the Host Organisation would normally provide for them
- 3.8 Visitors shall pay at least 25% above the fixed registration fee.
- 3.9 Complimentary hotel rooms, including taxes, will be provided for the WVA Executive Committee and WVA Secretariat members for the duration of the WVC. Those individuals will be responsible for all other expenses.

ORGANISATION AND MANAGEMENT OF THE CONGRESS

Rule 4 - Constitution

- 4.1 The WVA is the organiser of the Congress through the Host Organisation.
- 4.2 The Host Organisation is primarily responsible for the smooth running and financial success of the World Veterinary Congress. The Host Organisation will establish an appropriate organisational structure to plan and manage the Congress. That structural definition will be submitted for approval by the WVA EXCOM to assure its adequacy.

- 4.3 It is recommended that the Chairperson of the supervisory committee of the preceding WVC serve as a member of, or consultant to, the supervisory management committee of the Host Organisation that is responsible for the next Congress, in order to provide some continuity and to make full use of the experience gained. The Host Organisation has full autonomy in the decision of whether and to what extent this consultant is used. The expenses will be the responsibility of the Host Organisation.
- 4.4 The Host Organisation is responsible for:
- 4.4.1 Sponsorship
 - 4.4.2 Commercial exhibition
 - 4.4.3 Social programme
 - 4.4.4 Accompanying persons= programme
 - 4.4.5 Pre- and post-Congress tours
 - 4.4.6 Advertising and promotion of the Congress
 - 4.4.7 Scientific programme
 - 4.4.8 Budgeting and financial control
 - 4.4.9 Registration
 - 4.4.10 Providing details of hotels and other accommodation to prospective attendees
- 4.5 Within the Congress management structure organized by the Host Organisation, specific provisions will be made to address and oversee the scientific programme and financial arrangements, among other concerns.
- 4.6 The WVA President will be an ex-officio or consulting member of the supervisory management committee of the Host Organisation.
- 4.7 The WVA Vice-President, Chairperson of the Finance Committee, will be a consultant to the treasurer, financial committee, or financial staff of the Host Organisation.
- 4.8 The WVA Vice-President, Chairperson of the Policy Committee, will be a consultant to the staff of the Host Organisation or to the secretariat of the supervisory committee.

- 4.9 It is essential that the WVA President and Vice-Presidents be knowledgeable about and actively involved in the decision-making process and activities of the management entities of the Host Organisation that relate to the WVC. Full and regular consultation and periodic reports are mandatory. The WVA officers will attend as many of the committee meetings as are considered necessary, at WVA expense; but they shall, in any case, visit the Congress site at least once and attend at least one meeting of the supervisory management committee of the Host Organisation.
- 4.10 The Executive Committee and the Host Organisation should use the most efficient and economic means of communication available, and minimize travel. The Congress site visit should take place 12 B 18 months prior to the Congress and coincide with an Executive Committee meeting. Authorized expenses for the WVA officers relating to this visit, and other meetings shall be borne by the WVA. Individuals shall be responsible for all other expenses that are not directly related to attendance at and conduct of the meeting. The host organisation will be responsible for the expenses of the participants, other than the WVA officers.
- 4.11 Minutes of all meetings of the supervisory committee of the Host Organisation and any subgroups will be sent to the WVA Secretariat no later than one month after each of the meetings. Those minutes will be supplemented by periodic progress reports to the WVA from the staff or committee secretariat of the Host Organisation. The reports will be of sufficient detail to keep the WVA staff and officers adequately informed of the planning for the Congress and the implementation of those plans, including programme development, social programme plans, organisational meetings, space availability and allocation, income and expense estimates, housing, etc. Progress reports will be submitted quarterly from the signing of the contract until 18 months prior to the Congress. The reports will be submitted monthly during the final 18 months.
- 4.12 The WVA Secretariat will be the primary point of contact for submission of minutes, reports and other communications regarding the World Veterinary Congress.
- 4.13 Councillors representing the WVA Associate Members will become members of the scientific programme-planning organisation of the Host organisation.
- 4.14 Each World Veterinary Congress will begin with an Opening Session and Ceremony and close with an appropriate Closing Session. The WVA President shall preside over both Sessions.
- 4.14.1 The Opening Ceremony will include an address by the WVA President.
- 4.14.2 The next WVC will be promoted during the Closing Ceremony.

Rule 5 - Languages of the Congress

- 5.1 English is the main language of the Congress.
- 5.2 The Host Organisation, in consultation with the EXCOM, shall consider presentation and/or translation into languages according to the expected participation.
- 5.3 At no charge to the WVA, the Host Organisation shall arrange for simultaneous translation to the languages selected according to 5.1 and 5.2 above in the Presidents Assembly, in all plenary sessions, and in as many sessions as technically and economically feasible.

Rule 6 - General Report of the Congress

- 6.1 After the Congress, the Host Organisation shall present a final, comprehensive report of the organisation and conduct of the Congress. The report shall be sent to the WVA Secretariat within six months of the conclusion of the Congress. As a minimum, the report should include:
 - 6.1.1 Budgeted and actual income and expenses by program line item
 - 6.1.2 Attendance by membership category, country of origin, and registration category
 - 6.1.3 Scientific Programme presentations, subjects, speakers, and attendance at each
 - 6.1.4 Commercial exhibits, addresses of participating companies and contact individuals, and level of activity of each
 - 6.1.5 Social and special events, description, attendance, and summary of estimated popularity and value of each event
 - 6.1.6 Publicity and promotion activities, including related travel expenses, description and schedule for each, with a summary estimate of its effectiveness and recommendations for future use
 - 6.1.7 Problem areas! Description of each significant problem; its source, effect, and resolution; and recommendations to prevent or abate the effect of future occurrences
 - 6.1.8 Miscellaneous observations, comments, and suggestions for enhancing future congresses
- 6.2 The Policy Committee shall review the current Rules of the World Veterinary Congress within three months of the receipt of the report of the Host Organisation of the most recent World Veterinary Congress.

SCIENTIFIC PROGRAMME

Rule 7 - Composition

- 7.1 The Host Organisation will compile a Scientific Programme of international standard that includes a broad range of presentations that address all levels of knowledge, from basic continuing education and refresher courses to advanced, specialized training. Pre- and post-Congress sessions may be presented for and by specialist groups and societies.
- 7.2 A major goal of the Congress shall encourage the special interest associations to hold their full-scale international conferences within the WVC, regardless of any other similar independent activity that may occur in the years between the WVCs.
- 7.3 Operating within the WVC and the Host Organisation's supervisory committee, the special interest associations:
 - 7.3.1 Will hold their conferences with full responsibility for the scientific aspects.
 - 7.3.2 Will negotiate the financial terms with the Host Organisation, according to their own and the current Congress rules.
- 7.4 The WVA will remain the organisational sponsor for activating the special interest associations that do not regularly hold independent scientific conferences to enable them to hold sessions with symposia or free communications. That effort will be coordinated with the Host Organisation scheduling activity to assure the availability of space and equipment.
- 7.5 Special emphasis shall be given to subjects of interest to the veterinary profession and veterinary science in general, cutting across various, all, or many specialist associations that may prepare special plenary symposia within the domain of their interests and activities.
- 7.6 Excluding the time given to specialist associations, at least 20% of the World Veterinary Congress component of the joint programme time should be allotted to speakers from countries other than the host country. Every effort must be made to include speakers from around the world, and from all WVA regions.
- 7.7 Further plenary sessions, symposia, seminars, round table discussions, short communications, poster presentations, and videotape sessions shall be organised as appropriate.
- 7.8 The EXCOM and the Council, through their representatives in the Host Organisation and its supervisory committee (see point 4.6, 4.7 and 4.8) will advise the organisers on the selection of topics and speakers for plenary sessions, after proper consultation at the EXCOM and Council level.

- 7.9 Consideration should be given to provide a social programme for participants and their partners. Post and pre-congress tours may be offered.

Rule 8 B Proceedings

- 8.1 All fully registered attendees, speakers and special guests should receive a copy of the Congress Proceedings, in either a printed or electronic version. If electronic Proceedings are provided, and if a printed version is made available, delegates should be able to exchange the electronic version for a printed version if they wish. Additional copies (of either form) need to be produced, and at least one copy should be sent to each WVA-member organisation and to each veterinary school library in WVA-member countries. It should also be made available to other outlets around the world at a cost to be determined by the Host Organisation, that will, at a minimum, offset the costs to produce, print, process orders for, and distribute the piece. At least six months prior to the Congress, the WVA Secretariat will provide the Host Organisation with a list of the names and addresses of the entities that are to receive the complimentary copies.
- 8.2 The printed Proceedings should be of standard size and style, with manuscript preparation and submission guidelines sent to all contributors as soon as they agree to participate (Appendix 4). The electronic proceedings must be produced in standard format and be available for subsequent sale. All costs related to formatting the material into or from the standard format of the Host Organisation's country will be considered part of the cost of producing the material and the Congress, and they will be factored into the cost of additional pieces made available for sale.
- 8.3 The volume should be produced by the Host Organisation, which should assign overall editorial responsibility to one individual. The Congress logo will be featured on the cover, which should be of a distinctive colour to make it easily identifiable.
- 8.4 Unless the printing and copyright regulations governing the Host Organisation make this requirement illegal, unreasonable, or in conflict with the veterinary education process, the copyright for the Congress Proceedings shall be the property of the WVA. The WVA will prepare and submit any necessary applications to register that copyright with the appropriate national and international agencies. However, the copyrights for individual papers included in the Proceedings may remain with the individual authors. In the latter case, the Host Organisation will secure from each author, without additional financial compensation beyond the speaker fees, a release or license to include the paper in the electronic or printed Congress Proceedings with an acknowledgement that the Proceedings may be published and distributed or sold by either the WVA or the Host Organization, in electronic or printed form without further remuneration to the author. Any income derived from the sale of those materials will accrue to the organisation that published and sold the materials.

Rule 9 - Commercial Exhibition

- 9.1 During the Congress, a commercial exhibition shall be organised to inform the participants on the latest technical advances by various commercial companies of interest to the profession.
- 9.2 The Commercial Exhibition will be presented in a location that will allow full participation of all national and international companies and other related organisations that wish to participate. Space will be set aside for exhibitors= use as hospitality rooms at the user=s expense.
- 9.3 Host Organisation Congress managers will maintain effective communications and send periodic advisory notices to the major recurring exhibitors and all registered exhibitors to ensure that all objectives are identified and met and that all reasonable requests for services are passed on. A list of major exhibitors will be maintained by the WVA staff and the host organization to assure that Exhibitor information is maintained and passed on from Congress to Congress.
- 9.4 Major sponsors will have first choice of exhibit space location. Remaining spaces will be assigned according to the date received or another structured decision system as determined by the current host organisation. Host Organisation Congress managers will ensure that all required technical services, such as slide and overhead projectors, MSPOWERPOINT7 equipment, video facilities, etc., are available and that there is uniformity of style in the exhibition stands. Exhibit management will include power source support to ensure that equipment with different voltage requirements from those of the host country can be accommodated in a way that is compliant with all local fire laws, or that a full array of equipment conforming to the host country=s electrical specifications can be rented locally from a vendor at the host site.
- 9.5 The exhibition will have established opening and closing dates and times to prevent exhibitors from leaving early and spoiling the WVC. The Host Organisation will determine specific exhibit hours in a schedule that will allow a maximum number of delegates to attend the educational sessions and the exhibits.
- 9.6 The host organisation may make awards for the best exhibit(s). All such awards will be judged by a panel of representatives from the WVA Exhibitor=s Committee, the Host Organisation Congress management committee, and, if possible, by attendees (to help to assure that as many exhibits as possible are visited during the Congress). It is recommended that if possible (within the limitations of the facility design and security requirements) the exhibitions be planned so that delegates must pass through the area to go to lectures and take coffee, lunch, etc.
- 9.7 Exhibitor fees must be agreed upon and established well in advance (at least 12 months) of the Congress, and invitations to exhibit should be sent out at an early stage. NOTE: the revenue from sponsors and the commercial exhibition should meet the majority of the planned expenditures for the World Veterinary Congress.

- 9.8 It is highly recommended that the Host Organisation appoint an official shipper or forwarding agency to assist with the importation of exhibitors' equipment, samples, etc. The name and contact details of this company should be provided to exhibitors as soon as they have confirmed their participation.
- 9.9 A list of all registrants should be available for exhibitors on request.
- 9.10 The exhibitions shall be open to all registered Congress participants.
- 9.11 The Host Organisation shall provide, without charge, a stand or stands in the exhibition area for the promotion of forthcoming World Veterinary Congresses.

Rule 10 Social Programme and Accompanying Person's Programme

- 10.1 An appropriate and attractive social programme is essential for the success of the World Veterinary Congress. Social programme planning will be left to the Host Organisation, but it must include a major social event.
- 10.2 A choice of local tourist attractions should be made available to all delegates. A programme should be provided for Accompanying Persons to enjoy, while delegates are participating in the Scientific Programme and Commercial Exhibition. To reduce the effort required and the financial risk to the Host Organisation, it is advisable to use local agencies to provide tours of local attractions and/or pre-Congress or post-Congress tours.

Rule 11 - Administration and Finances

- 11.1 The Host Organisation is responsible for the careful administration of income and expenses. An independent, professional auditor, appointed by the Host Organisation for this purpose, shall examine the accounts.
- 11.2 If the Congress revenue does not exceed or cover the expenditure, the deficit may not be debited to the WVA fund, its expected revenue pursuant to Rule No. 2.4.2, or to the account of the succeeding Congress.
- 11.3 The Host Organisation Committee will arrange for meeting rooms to be made available to the WVA, without charge, for the purpose of conducting meetings of the Presidents Assembly, Executive Committee, Council, and Committees of the World Veterinary Association. The Host Organisation will also arrange for access to word processing equipment, a photocopier, and a professional photographer to cover the opening, closing, and awards ceremonies. Press facilities will also be made available.

Rule 12 - Amendments

- 12.1 These Rules may be amended by the Presidents Assembly provided two thirds of the votes cast are in favour of the amendment.
- 12.2 Proposed amendments, submitted by the EXCOM or by at least two members of the Presidents Assembly, must be received in writing at the WVA Secretariat at least six months before the meeting of the Presidents Assembly.
- 12.3 The Secretariat will communicate the proposal to the members of the Presidents Assembly at least four months in advance of the meeting.

FINAL REGULATION

Rule 13 - Rights of the EXCOM and the Council

- 13.1 In circumstances that are not provided for in these Rules, the EXCOM and Council shall take action that they consider appropriate.
- 13.2 The EXCOM and Council also act accordingly in cases of extraordinary situations. The Presidents Assembly will be informed retrospectively in due time with full justification of the actions taken.

Rule 14 - Adoption of these Rules

- 14.1 These Rules were adopted by the Presidents Assembly on 28 September 2002, and they will take effect immediately after the 27th World Veterinary Congress.

Executive Summary

The following is a general outline of information required for assessing an application for holding a WVC. It is by no means fully inclusive and it should be understood as the minimum information necessary for an intelligent evaluation. It is in each applicants interest to enrich and complete it with as much detail as possible, promotional information and material.

This detailed information can take the form of a feasibility study and a business plan including a cash flow prediction for supporting the activities of the organisation.

It is important that the attention of the applicants be drawn to the support requirements by the national government and municipal authorities including a guarantee by the competent national authority that entry to the country will not be restricted to any one interested to participate in the Congress. Proper documentation should confirm the above.

Preparation of a full scale presentation of all the aforementioned, within a half an hour time limit in the Council and the Presidents Assembly, is strongly advised to the applicants

World Veterinary Congress
Application Form

1. Applicant (National Veterinary Organisation:.....

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2. Application for WVC Congress in the year: month of length of congressdays

3. Place of the WVC Congress:

Country:

City:

Congress Site:

4. Facilities at Congress Site:

(No. of rooms, size in No. of auditors, translation boxes, etc.)

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5. Facilities of Technical Exhibition:

(No. of m², No. of companies expected, location in relation to congress site)

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6. Accommodation facilities:
(Hotels, price categories, location in relation to congress site, internal transportation etc.)

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7. Convention Bureau:

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8. Congress Promotional Plan:

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9. Facilities for WVA Presidents Assembly:

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10. Facilities for WVA Board, Committees and Secretariat :

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11. Any other information that may affect the success of the Congress:
 (Social arrangements during the Congress, pre and post congress tours to places of special
 interest to foreign visitors)

12. Preliminary Budget:
 US \$

12.1 Income

12.1.1	Attendants:	x	Congress Fee	=
12.1.2	Technical Exhibition			=
12.1.3	Other Sponsorships			=
	Government			
	Municipal			
	Commercial			

Total income:

12.2 Expenditure

12.2.1	WVA EXCOM (travelling and accommodation, 3 pers.)	=
12.2.2	WVA Secretariat (travelling and accommodation, 3 pers.)	=
12.2.3	Invited Speakers (travelling and accommodation, approx. 20 speakers):	=
12.2.4	Accommodation fees for congress facilities:	=
12.2.5	Translation (English and four other languages agreed between organiser and EXCOM) including translation of the WVA Presidents Assembly :	=

12.2.6	WVC Organizing Committee, Scientific Committee:	=
12.2.7	Fee to WVA	=
12.2.8	Fee to the Convention Bureau:	=
12.2.9	Social Arrangements:	=
12.2.10	Technical Exhibition (walls, carpeting, flowers etc.):	=
12.2.11	Printing costs 1st, 2nd announcement, Preliminary Programme, Final Scientific Programme and Proceedings:	=
12.2.12	Postage, telephone, fax:	=
12.2.13	Miscellaneous:	=

Total Expenditure

13. Financial guaranties, if any, from private contractors, government and national veterinary association shall be enclosed as annexes to the application.
14. Governmental declaration shall be enclosed as annex to the application form.
15. Signed minutes from the national veterinary association stating that the Board of the national veterinary association is official applicant.

Signature of the President of the National Veterinary Organisation

Signature of the Representative of the National Veterinary Organisation of the WVA (if different from President)

Date:

World Veterinary Congress Calendar

Executive Summary

It is very important for enhancing the leadership of the WVA regarding the World Veterinary Congress to proceed with advance planning. This will allow the specialists, regional and national associations to take into account the event in their planning.

The six year advance planning is considered adequate. Many associations are planning their scientific activities well within this time frame.

The organisation of the WVA remains the sole responsibility of the organisers, financially and organisationally. Nevertheless, the WVA should always be close to the evolution of each World Veterinary Congress and well informed at any state of it, safeguarding that it takes place according to the Rules of the Congress, and assume corrective actions, if need be.

For a better communication and planning, a time table schedule is outlined below. This timetable will be an integral part of the contract on the Congress between the organisers and the WVA. Failure for this schedule to be followed may result in a decision of the WVA Council in changes in the venue of the congress or other.

Year - 7	Call for bids for the Congress through publication in the Bulletin of the WVA, WVA Website and a Circular to all National Member Associations.
Year - 7	Evaluation of the bids by the WVA EXCOM. Voting in the Council for the three best bids to be presented in the Presidents Assembly, the rest being eliminated. The voting is secret and in rounds, eliminating in each round the one with least votes, unless 51 % of the votes are allocated to any one of the candidates.
Year - 6	Presentation of bids in the Presidents Assembly. Final decision by the Presidents Assembly for the place of the Congress. Secret voting in rounds, eliminating in each round the one with least votes unless 51 % of the votes are allocated to any one of the candidates.
Year - 6	Exact date and venue are communicated to the Secretariat, the EXCOM, the Specialists Associations and the Chairpersons of the Technical Committees.
Year - 6	The President of the member association responsible for the congress provides the WVA EXCOM information on the structure of the Organizing Committee, its members and their responsibilities.
Year - 5	The first announcement, poster and Internet connections appear. The 1st progress report to the WVA Council is presented.

- Year - 5 A preliminary scientific programme is set up by the Organizing Committee and presented to the WVA EXCOM. The specialist associations are asked to advise the WVA EXCOM on the subject.
- Year - 4 The Organizing Committee is advised by the WVA EXCOM on the content and subjects of the scientific programme. The specialist associations advise the organisers on the time schedule and possible lecturers to be invited as speakers.
- Year - 4 The Organizing Committee presents draft agreements with specialist associations for WVA EXCOM. The agreements must settle all conditions for specialist associations running a full-scale or a partial international congress in conjunction with the WVA Congress. The agreement must at least deal with the following issues:
- Financial relations between the Organizing Committee and the Specialist Association including payment of fees to the WVA (see Congress Rules 2.4.2) of the participants in the specialist congress.
 - Responsibilities for the Scientific Programme between Organizing Committee and Specialist Association.
 - Responsibilities for advertisement of the Specialist Congress.
- Year - 3 Preliminary programme, accommodation, social and tourist arrangements are presented through the WVA Website. The same are presented within a Progress Report to the WVA Presidents Assembly, in the specially printed version for wide distribution.
- Year -2 The Organizing Committee presents to the WVA EXCOM a draft of the Scientific Programme to be presented in the 2nd announcement with plenary sessions, specialist associations conferences, specialists' symposia, free communication sessions, workshops, video and poster sessions, other. Also, the proposed invited speakers, the form to call for papers and the registration forms.
- The Organizing Committee calls for advice from the specialists' groups, to be returned by the end of the year.
- Year -2 Progress Report shall be presented by the President of the Organizing Committee at the Annual Meeting of the WVA Council. Written status reports shall be presented by the Organizing Committee to the WVA EXCOM quarterly up to the Congress

Year -1	The 2nd announcement is presented on the WVA Website. A specially printed version for distribution by the Organizing Committee is communicated.
Year -1	Progress Report is presented by the President of the Organizing Committee at the annual meeting of the WVA Council.
Year - 0 (- 9 months)	Final information on the Congress is delivered through the WVA Website.
Year +1(+ 2 months)	Dues to the WVA from the Congress are paid by the Organizing Committee.
Year +1	The written report from the Organizing Committee to the WVA is presented in the annual Council Meeting.
Year +3	Summary report of the WVA EXCOM is presented in the WVA Presidents Assembly.

The years/months will be counted from the first day of the month of the Congress.

Contract between The World Veterinary Association and

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to host

The World Veterinary Congress in

Venue = the domicile of the World Veterinary Association Secretariat

- 1. The World Veterinary Association hereby submits the rights and responsibilities to host the World Veterinary Congress to on the terms set up in the enclosed Congress Rules and in this signed contract.
2. The Congress Rules of the World Veterinary Association are a part of this signed contract.
3. Every Specialist Veterinary Organisation will be invited to have its own full-scale congress within the World Veterinary Association Congress as a part of a joint congress (see Congress Rule 7) with the financial consequences stated in Congress Rule 2.
4. If fails to comply with this contract, and as a part of this contract the Congress Rules of the World Veterinary Association, the World Veterinary Association Executive Committee will have the exclusive right to cancel the contract by registered mail without any consequence for the World Veterinary Association.
5. If the Executive Committee of the World Veterinary Association has to cancel the contract in accordance with point 4 above, shall pay, to the World Veterinary Association, as a compensation, the conventional fee of US\$ 50,000* if cancelled more than 4 years before the Congress, US\$ 100,000* if cancelled less than 4 years, but more than one year before Congress and US\$ 150,000* if cancelled less than 12 months before the Congress.
6. If force majeure situations like natural disasters, war or civil war occur, are likely to persist or expected to occur in the country or region of the country, where the Congress is expected to take place or is taking place, the Executive Committee of the World Veterinary Association has the exclusive and undisputed right to decide if a force majeure situation has occurred and to cancel the contract. Such cancellation may be effected any time prior to the WVC and up to 4 years before the Congress. The Executive Committee of the World Veterinary Association will have the exclusive right to partially relieve or free the contracted veterinary association from the above-mentioned conventional fees, if the Congress has to be cancelled due to occurring force majeure situations.
7. In case of doubt on the interpretation of the contract, the dispute will be settled by the court of the World Veterinary Association's venue. Claim for damages will also be settled by the court of the World Veterinary Association's venue.

*The fees will be adjusted yearly according to the United States inflation rate, 1st january 2002 taken as the basis. The inflation rate will be measured using the Consumer Price Index for Urban Consumers (CPI-U) that is published by the U.S. Department of Labor as of December 31 of the year prior to the date of the Congress

Date: Place: Date: Place:

WVA President

President of

GUIDELINES FOR PROCEEDINGS OF WORLD VETERINARY CONGRESSES (WVC)
MANUSCRIPT PREPARATION

In order to maintain uniformity in the publication of Proceedings for the WVC, invited speakers will be asked to conform with the following guidelines in the preparation of their manuscripts:

Line one: Title, centred, in BLOCK CAPITALS

Line two: Name of the author and qualification, centred.

Line three: Address, centred.

Length: Not more than four pages (2000 words maximum), including figures and references, per presentation, which shall be representative of the full text of the lecture (not an abstract).

Format: Use A4 or Standard Format of the Host Organisation's country paper with standard margins.

Use 12 pt. Times New Roman type (ten characters per inch or 2.5 cm)
Use single line spacing.

Diagrams, Tables, Drawings: Line drawings, charts and graphs are suggested.
All illustrations must be in black and white and as sharp as possible.
Photographs, radiographs or ultrasound reproduction are permitted.

Submission: All manuscripts should be submitted to the Scientific Committee on 3.5" DOS compatible diskettes.
The preferred programmes are Microsoft Word (for Windows) and WordPerfect.
All diskettes must be accompanied by hard copy versions.
A clear indication must be given as to the position of any illustrations in the text.

Deadline: All submissions must be sent to.....
by.....

GUIDELINES FOR CHAIRPERSONS

1. Please come to the Speakers= room at least 20 minutes before the beginning of the session, where you will be introduced to your speaker.
2. Enclosed is the curriculum vitae of your speaker. This will help you introduce him/her to the audience
3. The text of your speaker=s lecture is also enclosed. Please be familiar with the content so that you are prepared for the discussion.
4. Please follow the time schedule. It is important that lectures and sessions start and finish on time.
5. Fifteen minutes is allowed for discussion after each lecture. Please guide the discussion and if necessary repeat the question for the benefit of the audience and interpreters. Please ensure that microphones are used by members of the audience.
6. Please thank the speaker at the end of the lecture or session and begin the applause.
7. If the lecture or session is sponsored, please be sure to acknowledge and thank the sponsor at the beginning and end.
8. A technician will be available in your room to deal with any equipment problems.
9. For other emergencies please call:
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SPEAKER INFORMATION FORM

Speaker information for Printed Programme and Session Chairperson Introductions.
Please type or print clearly. Use this form only.

Title:.....
(Mr, Ms, Mrs, Dr, Professor)

Name:
(first name) (last name) (initials)

Address:
.....
.....

Post/Zip Code:

Telephone: office: home:
(including code)

Facsimile: office: home:
(including code)

College, Degrees and dates:
.....

Previous professional duties:
.....
.....

Present professional duties:
.....
.....

Special recognitions, awards, etc.:

Other: