

ESDAR annual meeting 2015 – Call for bids

ESDAR is calling for bids to host the annual conference on the second weekend of September 2015. Bids for the 2015 conference will be considered at the March 2012 board meeting. Bids must be submitted to the secretary Mark Crowe (mark.crowe@ucd.ie) on or before February 15, 2012.

Bids should contain the following information and a proposed budget for the meeting with estimates for 200, 250, 300, 350 and 400 delegates.

It is possible that EU-AI Vets will consider joining ESDAR for a back to back meeting where EU-AI Vets meet on Wednesday afternoon and Thursday, with ESDAR on Friday and Saturday. Potential hosts should consider that if successful in a bid for ESDAR they may also be expected to host the annual meeting of EU-AI vets.

Information required for ESDAR annual meetings

General:	
Place	
Dates	
Local organising committee names (and roles)	
Other local co-operating (vet) societies	
Residential accommodation available	
Conference facilities available (including distance between theatres)	
Example of booking form (please attach)	
Distance from hotels to conference rooms	
Distance from international airport	
Contingency plans (for example for transport strike)	
Budget (only acceptable in euro):	
Advertising costs	
Expected sponsorship	
Registration fee (and what it includes)	
Hotel costs to delegates	
Approximate cost to conference venue from international airport	
Cost of accommodation for speakers (plenary and workshop)	
Cost of conference facilities (Board room, lecture theatre, posters, audio-visual aids)	
Tea/coffee costs	
Lunch/dinner costs (each day and gala dinner)	
Costs of transport for delegates (where and when)	
Cost of printing abstracts (300 copies of 50 pages A4)	
Office costs (phone, mail, paper, photocopying, secretarial)	
Bank charges	