

ESDAR annual meeting 2022– Call for bids.

ESDAR is calling for bids to host the annual conference on the second weekend of September 2022. Bids for the 2022 conference will be considered at the September 2018 board meeting. Bids must be submitted to the secretary Primoz Klinc (primoz.klinc@vf.uni-lj.si) before September 2018.

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

Information required for ESDAR annual meetings

<i>General:</i>	
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)	
<i>Budget (only acceptable in euro):</i>	
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	