



Hosting an International Society on Equine Reproduction (ISER) Symposium

Guidelines

The International Committee will consider all formal bids to host the future ISER at their Symposium meeting 4 years prior to the future event. Unless previously agreed, the final dates and registration fees for the future ISER will be decided at that meeting.

The following information is meant as a guide. The International Committee will be happy to discuss minor modifications which may be necessary from time to time.

- The ISER Symposium consists of:
 - 4-5 days of Symposium during which abstracts (that have been accepted after a peer-review process) are presented by delegates in oral (~75) or poster (~120) formats.
 - Two evening workshops (usually Tuesday and Thursday).
 - A Practitioners' Day during which keynote speakers present "state of the art" information to local equine veterinarians with an interest in equine reproduction.
 - Sponsor exhibition. This may involve international and national organisations.
 - Social events for delegates including a welcome reception, half day non-scientific excursion (usually Wednesday afternoon and formal dinner and official conference photograph.
 - Accompanying persons (~25) tours

- The meeting will be limited to 300 delegates including 150-200 presenting delegates. Allocation of remaining places will be at the discretion of the ISER International Committee (IC). The Local Organising Committee (LOC) will be invited to submit a list of up to 50 proposed non-presenting delegates to accommodate the honorary chair / plenary speaker / VIPs / sponsors etc.

- The meeting will normally last 5 days (Monday-Friday, including the Practitioners' Day)

- Facilities must include:
 - an auditorium with state-of-the-art audio-visual support able to seat 275
 - Two smaller rooms (approx. 100 seats) for the evening workshops.
 - An area to display posters (~120)
 - An area for the commercial sponsor exhibition stands
 - Provision of lunch and mid-morning / mid-afternoon refreshments
 - A meeting room for the ISER International Committee meeting on the Sunday preceding the conference
 - A room with internet connection for the ISER secretary for the duration of the conference.

- Registration should:
 - Be as low as possible for presenting delegates, to ensure accessibility to all scientists active in equine reproductive research. Costs for non-presenting delegates are normally higher.
 - Be 'all-inclusive' (i.e. include accommodation, most meals and social functions)
 - Normally increase by no more than inflation from the preceding ISER.
 - Be lower for presenting delegates.
 - Allow non-presenting members of the ISER International Committee to register at the presenting delegate rate. Registration fees for member of the Local Organising Committee should be decided by the LOC.

- Fund raising and attracting sponsorship.
 - ISER International Committee members will help in fund raising / attracting sponsorship through the organisation of Equine Reproduction symposia in North America, Europe and elsewhere and can provide contact information for potential sponsors.
 - The Local Organising Committee may wish to hold a small local symposium to attract sponsors, raise money and encouraging participation of the local equine veterinary community.

- The Practitioners' Day itself is seen as another attractive sponsorship opportunity as well as continuing education event for local clinicians interested in equine reproduction.
- The LOC is responsible for:
 - Fund-raising in advance of the Symposium from international, national and regional sponsors to cover the Symposium and Practitioners' Day.
 - Nomination of a prestigious plenary speaker to present the John Hughes Memorial Lecture.
 - Travel and registration costs of the Honorary Chair and spouse, and accommodation of the ISER Secretary.
 - Practitioners' Day programme
 - All printing (flyers, programme book, proceedings etc.) and secretarial costs.
 - Development of an App for the Symposium
 - A contribution towards the cost of updating the ISER website with details of the Symposium.
- Programmes:
 - Symposium programme. Following review of submitted Abstracts, the Symposium programme will be overseen by the Chair of the International Committee and convened by members of the International Committee and their delegated colleagues following review of submitted abstracts.
 - Practitioners' Day programme. This normally includes internationally renowned plenary speakers who are presenting at the Symposium.
 - Social programme including a formal dinner.
 - Accompanying persons' programme.
- Additional pre- and post-conference tour bids. These are an option but not compulsory.

Sponsors stands do not need to be present for more than half of the congress to prevent disappointment of sponsors if attendance at the stands is low.

- **Presentation of Bid to the International Committee:**
 - The potential host is encouraged to attend the preceding Symposium to present their bid to the International Committee in-person.

- **Submission deadline and application route:**
 - at least two weeks before the first day of the preceding Symposium where the bid will be considered. For ISERXIV the deadline is 26th June 2023.
 - Please send Bids to the ISER Secretary Dr Julia Kydd juliakydd@outlook.com

- **Submission outcome:**
 - the potential host will be notified about the outcome of their bid during the Symposium and the location announced to delegates on the last day of the Symposium.

Notes

- An Memorandum of Understanding (MoU) summarizing these details will be signed by the Chair of the International Committee and the Chair of the LOC for the future ISER conference at or shortly after the meeting.

- The International Committee will remain flexible and work with the Local Organising Committee if unforeseen events occur which may have an impact on the Symposium.

Contacts

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