

PROPOSAL GUIDELINES FOR IEIDC XI

All proposals should be typed and addressed to Dr. James Rudkin Gilkerson, chair of the IEIDC International Scientific Committee, and sent to jrgilk@unimelb.edu.au and cc'ed to internationaleidc@gmail.com by July 1, 2016. Each proposal should consist of the following:

1. PROPOSED DATES (2020)

The meeting will last 6 days (Sunday-Friday) and include a 1 or 2 day Practitioners' Session(s) and evening workshops on two other days (Tuesday and Thursday). A welcome reception on the first evening and conference dinner near the end of the meeting should be scheduled. An International Committee dinner should also be scheduled for that Wednesday evening. The International Committee reserves the rights to alter the dates, as needed, if the application is approved.

2. COMMITTEE

The proposal should outline the composition of the anticipated Local Organizing Committee (LOC) together with an indication of their relevant experience. It should also provide details of administrative support which can be made available to the committee.

3. OFFICIAL SUPPORT

Details should be provided of any official involvement, financial or otherwise, from allied organizations or government bodies within the host country. This should be supported by correspondence from the appropriate body.

4. DETAILS OF VENUE

The proposed venue should be specified with a full description of the facilities available for conference activities and accommodation. If possible, printed information/photographs relating to the venue should be included. The exact location of the venue should be specified with an indication of distance from major cities if appropriate. Information regarding nearest airport and local transport network should also be provided.

- A. Facilities must include an auditorium with state-of-the-art audiovisual support, including WiFi, able to seat at least 350 attendees for the practitioner session(s) as well as 2 -3 smaller rooms (approximately 175 seats) for the abstract sessions. Additional requirements include an area to display posters, an area to accommodate sponsors and other vendors, and a small meeting room with internet connection for the International Committee to use for the duration of the conference. Sponsor stands should be present for the duration of the conference to encourage delegates to visit.
- B. The number of available hotel rooms either at the conference site or nearby should be indicated along with their rate.

3. LOCAL INTEREST

Practitioners' Day(s) is a regular and important component of this meeting. You should provide some information regarding the likely number of local participants both for this day(s) and for the rest of the conference.

4. BUDGET

A full budget of all anticipated expenditure should be included with as much detail as possible.

A. Projected Income

The International Committee is responsible for raising funds from international sources (pharmaceutical companies, AAEP, etc). Delegate registration is \$525 (\$325 for students). The International Committee may choose to cover the cost of travel and/or hotel accommodations for invited speakers. The registration fee for speakers at the Practitioners' Day(s) is also waived. The Local Organizing Committee (LOC) is also responsible for raising funds from local sources.

B. Projected Expenses

The following information may be useful during preparation of the budget. Based on prior year's meetings, a working budget between \$275,000 - \$375,000 (US dollars) may be anticipated. Please note not all expenses may be included or the same for your particular situation; below is a sample list of projected expenses to consider:

1. All costs associated with the meeting (room charges, audio/visual cost, internet access charges, poster boards, exhibitor stands, translation services (if required for Practitioners' Day(s)).
2. All food and beverage costs associated with the meeting (breakfasts, snacks, wine and cheese for poster session, etc).
3. Welcome reception cost
4. International Dinner (15 participants)
5. Conference closing banquet
6. Conference materials (signage, flyers, program book, bags, notepads, pens, name badges, etc.) and paying all related costs

5. ACCOMPANYING PERSON PROGRAM

An accompanying person program is encouraged. The cost of this activity should be calculated separately and can be included as a separate fee on the registration form.

6. EVALUATION

The proposals will be considered by the IEIDC International Committee. Selection will be based upon the quality and reliability of the proposal and an assessment of the importance of the proposed host country to equine research.