



## **VETistanbul Group Congress The Organization Guide**

### **Before The Congress**

1. Determination of national and/or international organizing committee, and an international scientific committee.
2. Determination of date, congress center, hotel/s, social program and obtaining necessary administrative and legal permissions. Making an agreement with the hotel/s to ensure discount for congress participants in the designated days. Determination of menus. Determination of expenses for internal transportation, lunches, dinners and coffee breaks for at least two days.
3. Determination of the fees for participants, accompanying persons and social programs participants (Professionals recommend that the fees should be different for early and late registration).
4. Making agreement with an organization company which can be useful to help organization and to give invoices for participants.
5. Abstract submission guidelines and the last submission date should be determined (It can be given the same rules as congresses organized in previous years in terms of institutionalization).
6. A WEB site must be designed with all the information allowing registration and payment of fees, and must be updated from time to time. Receiving an e-mail address for the congress. Sending invitation message to all group members as well as other veterinary schools (domestic and foreign). And congress should be promoted to domestic and internal bodies and potential participants. The messages should be sent in small groups for not to be considered as spam.
7. Payment of fees should be provided to make by easy bank transfer or credit card. The payments should be observed to purchase and to give deposits before the congress.
8. Sending confirmation message that was registered and paid fees by following the web site.

9. Informative files should be prepared and send to the potential sponsors. Sponsors are important for financial help.

Professional sponsors: pharmaceutical companies, dog and cat food companies, medical equipment manufacturers and dealers, drug stores, food manufacturers etc.

Official institutions: municipalities, public agencies, Airlines etc.

Non-professional association: Florists, travel agencies, state-owned institutions etc.

10. Choosing a team from students/stuff and/or professionals. Person or persons for welcoming team, registration team, speakers/announcers, microphone/s operator/s, presentation control and IT (the persons should be spoke English; it is preferable if known other languages).
11. Preparation and dissemination of congress promotional posters to stakeholders.
12. Following the last date for submitting the abstracts, preparation and sending of acceptance/invitation letters.
13. Preparation of participation certificates, name tags and catering cards. The session chairs should be determined. Following the planning session, congress abstracts book (or USB flash memory) and a detailed schedule must be printed. Detailed program should be announced on the website.
14. Preparation of placard, banners, flags, posters, baffle plates, nameplates and welcome banners.
15. Controlling of the congress center for cleanliness and safety measures. Control of technical equipment (audio, video, lighting, HVAC). Providing backup computers and updated virus programs. Preparation of presentation control room with computers. Fire safety systems, heating systems and electricity system generators must be checked.
16. The arrival-departure routes and dates of participants must be learned and the last notification messages should be sent (climate, transport, electricity system, weather forecast, etc.)
17. It must be decided whether to pick up or not. If the easy transportation is possible by metro or other public ways, picking up is not necessary.
18. Poster layout and sequence should be determined.

### **During The Congress**

1. The registration desk must be established and two or three people should help.
2. Control desk should be established for presentations.
3. Assist officers to be ready for posters and must serve and at least one person should serve for microphone.
4. Opening speeches should be run.
5. Sessions and coffee breaks should be organized on time. *VETistanbul* Group representatives meeting should be organized.
6. Lunches and dinners should be organized on time (optionally allergic, vegetarian, pork-free menu alternatives should be considered).
7. Closing assessment should be organized.

### **After The Congress**

1. Gala dinner should be organized (optionally allergic, vegetarian, pork-free menu alternatives should be considered).
2. Social programs as determined should be organized.
3. When participants have returned to their country, assessment survey can be made for quality assurance.