



Guidelines for the preparation of a bid to hold the biennial congress

(Amended by the EXCO on November 20th, 2017)

The following points form the basis of a written bid for future World Association for Buiatrics (WAB) Congresses. The electronic version of the bid must be submitted before April 1st in any congress year to be eligible for assessment for all future WAB congresses. Successful bids will be approved at a WAB congress at least 4 years in advance of the WAB congress the bid organisation is to host.

1. BID ORGANISATION

The candidate's country must be affiliated with the WAB. The candidate should also demonstrate the ability to organise both national and regional Buiatrics congresses. As part of the bid, the candidate should present letters of support from the national veterinary organisation of its country and any other relevant government or semi-government authorities that they feel enhance their bid.

2. CONGRESS VENUE

A layout of the proposed congress venue should be included in the bid proposal. The layout should specify at least 4 auditoriums as well as meeting rooms for the WAB committee. Simultaneous translation into the four (4) official WAB languages (English, French, German and Spanish) should be available in at least 3 of the auditoriums. The venue should provide an area for sponsors to be able to present their products and for all registrants to have easy access to this area. The venue should provide areas for morning and afternoon refreshments and lunch - these may be within the sponsor's area.

3. SCIENTIFIC PROGRAM

The scientific programme should run for at least 4 days. The ability to present the scientific program around a format of keynote lectures and based on all aspects of bovine medicine and surgery, including production, is essential. The committee will look favourably on a program that includes streams on all aspects of buffalo, small ruminants and exotic/wild ruminant species medicine.

All the keynote lectures must be published in English on digital/electronic media (CD, DVD, memory stick, etc.) and also preferably in the proceedings or in a local veterinary journal.

The oral and poster presentations must be published in abstract form in English on digital/electronic media and also preferably in the proceedings or in a local veterinary journal.



4. CONGRESS BUDGET

The congress budget should be presented as part of the bid process. The following areas of the budget should be addressed and discussed in the bid proposal.

- The income and sponsorship contracts with the supporting companies will be the full responsibility of the local organising committee.
- It is recommended that the basic registration fee is less than 500 EUR (including VAT. This should include morning tea, lunch and afternoon tea in the congress area. It should also include the complete proceedings of the congress.
- Registration fee for Low-middle-income countries (B) as classified by the World bank to be discounted by a minimum of 25%.
- Registration fee for Low-income countries (C) as classified by the World bank to be discounted by a minimum of 50%.
- A discounted fee minimum 50% is recommended for students (undergraduate students, residents, interns, M.Sc., PhD) and retired delegates.
- Free public transport during the congress period is highly recommended.
- A notebook and pen, and congress proceedings including digital/electronic media should be included in the congress satchel.

5. CONGRESS PAYMENTS TO WAB

The Secretariat of the WAB is supported by the biennial congress. The following has been decided upon by the executive committee.

- A contribution of 15 EUR or 15 USD (higher exchange rate) will be made to the WAB Secretariat for each full and discounted fee paying registrant at the congress.
- A contribution of 5 EUR or 5 USD will be made to the WAB Secretariat for each daily registration.
- The contribution will be transferred within three months of the conclusion of the congress.



**WORLD
ASSOCIATION
FOR BUIATRICS**

**ASSOCIATION MONDIALE DE BUIATRIE
ASOCIACION MUNDIAL DE BUIATRIA
WELT-GESELLSCHAFT FÜR BUIATRIK**

6. WAB EXECUTIVE COMMITTEE

The WAB Secretariat will send an electronic copy of the bid from each candidate to each members of the WAB Executive committee (EXCO) before May 1st in a congress year. The members of the EXCO will vote at the congress of that year to select the winner of the bid process. The president, the past president or president elect, secretary general and treasurer of the WAB are included as invited participants and have all expenses paid. It is also a tradition that the EXCO and the WAB honorary members do not pay registration fees.

The decision of the EXCO is final and there is no right of appeal.

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Summary of recommendations for the preparation of a WBC bid

Items	Status
The candidate association must be affiliated to the WAB	Required
The candidate should present letters of support from the national veterinary organisation of its country	Required
The candidate must be able to demonstrate the ability to organize national and regional buiatrics congresses	Required
Scientific content must cover all aspects of bovine medicine including production	Required
<ul style="list-style-type: none">• Scientific content covering all aspects of small ruminants medicine	Recommended
<ul style="list-style-type: none">• Scientific content covering all aspects of wild ruminant medicine	Recommended
<ul style="list-style-type: none">• Executive Committee has to approve the scientific program of the WBC before finalizing the program by the local organizing committee	Required
Lectures at least in 4 auditoriums	Required
Simultaneous translation (English, French, German, and Spanish) in at least 3 auditoriums	Required
<ul style="list-style-type: none">• However when the delegate number from the different language speaking countries are less than below simultaneous translation suggested in:<ul style="list-style-type: none">▪ ≥ 200 delegates: 3 auditoriums▪ < 100 delegates: 2 auditoriums▪ < 50 delegates: 1 auditorium	Optional
<ul style="list-style-type: none">• Alternative languages like Italian or Portuguese for simultaneous translation can also be used depending on the local organising committee	Optional
At least a 4-day scientific programme	Required
Registration fees:	
<ul style="list-style-type: none">• Full registration to be no more than 500 EUR including VAT	Highly Recommended
<ul style="list-style-type: none">• Registration fee for Latin American, Middle and East-European to be discounted minimum 25%	Recommended
<ul style="list-style-type: none">• Registration fee for poor countries determined by FAO to be discounted minimum 50%	Recommended
<ul style="list-style-type: none">• Registration fee for students (undergraduate students, residents, interns, M.Sc, PhD) and retired delegates to be discounted (50%)	Recommended



Accommodation: lower star hotels and student hostels (about 40 % of the totals)	Recommended
2 refreshment breaks and lunch provided during the scientific program on a daily basis	Required
Free public transportation for delegates during the congress	Highly recommended
Key-note lectures published in local veterinary journals or proceedings	Highly recommended
Abstracts (oral and poster) published in local veterinary journals or proceedings	Optional
Key-note lectures and abstracts on Digital/Electronic media (CD, DVD etc)	Required
Congress bag with note-book and pen as well as proceedings (key-note lectures, Digital/Electronic media)	Required
Contributions:	
<ul style="list-style-type: none">• Contribution to the secretariat of the WAB of 15 EUR or 15 USD per full and discounted delegate, depending on the higher exchange rate	Required
<ul style="list-style-type: none">• Contribution to the secretariat of the WAB of 5 EUR /or 5 USD per daily registration, depending on the higher exchange rate	Required
<ul style="list-style-type: none">• Students and retired delegates: no contribution	Optional
<ul style="list-style-type: none">• Exhibitors: no contribution	Optional
<ul style="list-style-type: none">• Invited participant status (including all expenses) for the president and the secretary general	Required
Free registration fee for the committee members of the WAB	Required
Free registration fee for the honorary committee members of the WAB	Highly recommended
Candidacy files must be sent to the secretariat before April 1 st , four (4) years prior to the proposed hosting year.	Required
Sponsorship contracts	Upon request
Bid with budget, committees, potential sponsors, venue.	Required
Bid with Accommodations, flights, local transport, marketing plan	Required

Prof. Emile Bouchard
President

Prof. Arcangelo Gentile
Secretary General

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