

European Equine Veterinary Meeting of the Year (EMY) – FEEVA meeting

- Charter 2018 –



*This charter is agreed between the Organising Committee (OC) of an Equine Scientific Meeting in Europe (ESM) and the Federation of European Equine Veterinary Associations (FEEVA) to set up the specifications to follow to organise a European Equine Veterinary Meeting of the Year (EMY registered label).

*FEEVA will support and advertise as EMY an ESM whose OC applied for the EMY label and has been chosen by the FEEVA Board after the FEEVA General Assembly.

*The OC of EMY is responsible for the entire scientific program. The OC will give FEEVA the opportunity to hold specific meetings such as a FEEVA Board meeting (8 persons, beamer) and the FEEVA General Assembly (40-50 persons, beamer and audio system present) at the same location and time and will provide suitable rooms for these meetings, for coffee breaks and for standing buffet lunch, free of charge. In return, the OC may advertise the meeting as the EMY (EMY logo in all meeting documents and websites...)

*When possible, the FEEVA Board will make the choice of a EMY at least two years before the expected date of the meeting.

*Once an ESM has been the EMY it may have to wait before being considered as a repeat venue for the EMY if there is competing demand from other ESMs for the title. Geographical spread all over Europe will be favored along with good air connections and the quality and various levels of the scientific programme and venue.

*The OC of EMY will invite the FEEVA board members and the presidents of Associations which are members of the FEEVA to attend the meeting. Invitation of the Presidents of member associations should be done in behalf of both the OC and the FEEVA board. The terms of the invitation will be a matter for the OC to determine but is suggested to include free registration for the scientific part of the programme for 1 or 2 persons per FEEVA member organisation.

*The OC of EMY are encouraged to advertise the meeting as EMY in every country where there is an Association which is a member of the FEEVA and if possible all over Europe and in International Journals.

*The FEEVA will usually hold its General Assembly at the EMY and advertise the EMY among its members and contacts all over Europe.

*The FEEVA encourage the OC to favor a social program focused on cultural exchanges and country discovery.

*The OC should ensure that all major lectures are translated into English and that a session in the English language is run all the time during the meeting programme.

*The FEEVA may suggest to the OC to consider a specific session or subject to be presented; in such a case, the decision is up to the OC and this should have no influence in the choice of the EMY.

*Applications for a meeting to be the EMY will be made via a form available from the professional FEEVA website. Applications will be considered by the Board following the next scheduled General Assembly.

Applicants will be allowed to briefly present their bids to the General Assembly for the information of Assembly delegates and the Board.

Check-list

- Hotel Accommodation: OC to advise FEEVA members on suitable hotels and help FEEVA Board to make group-registration in a hotel nearby meeting room. Price should preferably not exceed 150 € per night for a single room.
- FEEVA Board meeting – OC EMY needs to foresee free of charge for FEEVA:
 - Need for room for 8-10 persons
 - Coffee and light lunch
 - Beamer
 - WIFI
- FEEVA GA – OC EMY needs to foresee free of charge for FEEVA:
 - Room for 40-50 persons
 - Coffee breaks (morning at +/- 10:30 and afternoon at +/- 15:40, according to agenda)
 - Light standing lunch
 - Screen + beamer + computer and microphones
 - WIFI connection
 - Enough electricity plugs for laptops FEEVA delegates
 - Water and glasses for each delegate
 - Table for documents at the entrance of the meeting room
 - Board table at the front of the meeting room for 6 persons + speaker table + Nameplates for Board + plugs for laptops
 - Board members should be able to see the presentations from the Board table
- EMY:
 - To foresee free registration for 1 or 2 people per FEEVA member organisation
 - Key lectures to be in English
 - Depending on wish OC EMY, FEEVA Board members or members can act as presenters at the EMY
- Social events e.g. dinners or excursions: up to OC of EMY to organise. FEEVA encourages the OC to favour social program focused on culture exchanges.