

INVEST Conference hosting guidelines

InVeST is an informal group that was started in August of 2011 following a very successful Veterinary Simulation Exchange symposium hosted by the College of Veterinary Medicine and Biomedical Sciences at Colorado State University in Fort Collins, Colorado.

The group has grown immensely through communications now on the Veterinary Clinical Skills & Simulation community webpage (<https://www.clinicalskillsandsimulation.com/>), reconvening in 2012, 2014, 2015, 2017, 2018 and finally after a hiatus due to COVID in 2023 for the InVeST conference hosted by international Veterinary education institutions, with the most recent conference hosted by Lincoln Memorial University, USA (2018) and St. George's University (Grenada, W.I. in February 2023). This conference has provided an international forum for learning and networking between researchers, developers, and educational institutions on the rapidly growing use of simulation and other new technologies in veterinary education while encouraging research regarding its use and effectiveness. The number of attendees and countries they represent has grown significantly. We are excited to continue the growth of this group of innovators and invite you to submit a proposal to host one of the next two INVEST conferences in 2024 and 2025/6.

Below you will find guidelines for submitting a proposal to host INVEST. These are just guidelines. Do not feel that you need to include every part of the proposal initially, consider it a working draft that you can refer to as you progress through the planning stages. It may take some added time to address some of the areas especially pertaining to budget and sponsorship. You will find previous conference schedules along with abstracts on the website www.vetedsimulation.com.

Please send a PDF version of your proposal to the following email address:

dean.hendrickson@colostate.edu

Note that the deadlines below pertain specifically to INVEST 2024 and 2025/6. The INVEST advisory board consists of previous conference planners and interested parties. Feel free to contact us via the email above with any questions or concerns.

Advisory Board

- Dean Hendrickson, Colorado State University, USA
- Emma Read , Ohio State University, USA
- Robin Farrell, University College Dublin, Ireland
- Sarah Bailie, Bristol University, UK
- Julie Hunt, Lincoln Memorial University, Tennessee USA
- Heidi Janicke, St George's University, Grenada West Indies

Deadlines for INVEST 2024 and 2025/6

- **April 15, 2023** – Written notification to the advisory board that you would like to host INVEST 2024 or 2025/6

- **May 15, 2023** – Submit your proposal to host INVEST 2024 or 2025/6
- **June 1, 2023** – Written notification from advisory board as to outcome of proposal
- **July 15, 2023** – Finalize the dates and begin marketing for InVeST 2024

Guidelines

1. Dates
2. Facilities and local context
3. Keynote Speakers and Workshop Presenters
4. Organizing institution(s) and Persons Responsible
5. Housing aspects
6. Transportation
7. A timeline of organization
8. Budget - draft form including any plans for sponsorship
9. Reviewing aspects
10. Promotional aspects
11. Activities and schedule
12. Proceedings

1. Dates

The conference has historically lasted 2.5 days and occurs every 18 months. This is slightly flexible as long as it occurs within 2 years of the previous conference.

Please let us know what year you would like to host the conference along with at least two potential date ranges that would be feasible for you.

Note: If you are interested in hosting InVEST this academic year, please be aware that due to the Covid-19 pandemic there was a gap in hosting from 2018 to 2023, and the advisory board is prioritizing those that can help us return to our intended schedule.

2. Facilities and local context

- Do you have a clinical skills laboratory or equivalent?

- Do you have access to a lecture hall for keynote speakers and short communications?
- Do you have an area to display posters and models?
- Do you have an area to provide food and beverages?
- Do you have break out rooms available for workshops?
- Would you have the capability of streaming the conference live or recording it for viewing at a future date to reach a larger audience?

3. Keynote speakers and workshop presenters

Identify a few new people to reach out to present the keynote talks and workshops

4. Organizing Institution and Persons responsible

Will your university be aiding in the organization of the conference?

Who will be organizing and overseeing the event in your institution? Who is the primary point of contact as the conference is being organized?

5. Housing

- Hotels
- Discounted or subsidized rates for attendees and/or speakers and/or students
- Dormitory rooms
- Other options

6. Transportation

Will transportation to and from the conference and events be provided?

Is public transportation a feasible option?

In the past both have been utilized. In some cases, university vehicles were used and students were recruited as drivers. In other instances, specific guidance on public transportation routes were provided to attendees and presenters.

7. Timeline for organization (draft)

Include setting up an organizing committee, abstract submission deadline, contacting hotels to block rooms, solidifying dates, and ensuring facilities are available, identifying sponsors, marketing, final conference schedule, setting up an abstract review committee, finalizing details regarding facilities and catering, finalize and post the program.

8. Budget

Costs

- Cost for facilities if not within the university
- Cost for catering
- Cost of events outside conference
- Cost of conference giveaways – bags, pens etc.
- +/- Cost for transportation
- +/- Cost for providing travel and accommodation to keynote speakers

Income

- Attendance fees – typically 100 delegates
- Event fees
- Potential sponsors
- Other

9. Reviewing Aspects

- Who will review the abstracts? What procedure will be used?
- How will you promote international submissions and attendance?

10. Promotional Aspects

- Outside of word of mouth, announcement on the website and Veterinary Clinical Skills & Simulation community webpage (<https://www.clinicalskillsandsimulation.com/>), as well as emails to previous delegate lists, how do you propose to promote the conference?

11. Activities and Schedule

- We would like to maintain the format used in previous conferences – keynote speakers, workshops, and short communications with plenty of time for breaks in which people can look at the posters and models and network with other attendees. The emphasis should be on hands-on sharing.
- The advisory board also feels that potentially adding time for themed discussion groups, structured networking sessions and meet the experts’ sessions might add to the conference.
- Social events

12. Proceedings and advisory board

- Please note that it is expected you can commit to joining the advisory board for the INVEST conference to follow yours and post the proceedings on the InVeST website following the conference.