

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 on the clinical skills and simulation page hosted by the NOVICE project, reconvening in 2012, 2014, 2015, 2017 and 2018 for the InVeST conference. This conference has provided an international forum for learning and networking between researchers, developers and educational institutions on the rapidly growing use of simulation 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 INVEST April or May 2021 or INVEST September or October 2022.

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:

invest@vetedsimulation.com

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
- Marc Dilly, TiHo Hannover, Germany
- Sarah Bailie, Bristol University, UK
- Annett Annandale, Pretoria South Africa
- Julie Williamson, Lincoln Memorial University, USA

Guidelines

1. Dates
2. Facilities and local context
3. Key note speakers and workshop presenters
4. Organizing institution(s)
5. Housing aspects
6. Transportation
7. A timeline of organization
8. Budget - draft form
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 flexible as long as it occurs within 2 years of the previous conference (October 2018).

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.

2. Facilities and local context (pictures of skills centre or practical teaching areas would be helpful)

- Do you have a clinical skills laboratory or equivalent?
- Do you have access to a lecture hall for speakers and poster sessions?
- Do you have an area to display posters and models?
- Do you have an area to provide food and beverages?
- Do you have smaller 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. Key note speakers and workshop presenters

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

4. Organizing Institution

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

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 key note speakers

Income

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

9. Reviewing Aspects

- Who will review the abstracts?

10. Promotional Aspects

- Outside of word of mouth, announcement on the website and NOVICE, 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 – key note speakers, workshops and poster sessions with plenty of time for breaks in which people can look at the posters and models and network with other attendees.
- 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 would be an added benefit if you can commit to joining the advisory board for the INVEST conference to follow yours and provide proceedings to be posted on the website following the conference.

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