

University

Date

To : EVSSAR President

**Application to host the .. (*number*) Congress (1 DAY) of the EVSSAR
in (*year odd number*)
at the**

Date of the Congress

.....

Organizing Institution

.....

European Veterinary Society for Small Animal Reproduction (EVSSAR)

Local Organizing Institution

.....

Venue

.....

Travel to

By air:

By train and car:

Accommodation in

Local Organizing Committee:

.....

Draft programme

.....

- afternoon: Arrival of delegates
Welcome reception ??

.....

- morning: plenary sessions (.. invited speakers per session plus selected free communications)
- afternoon: plenary sessions (.. invited speakers per session plus selected free communications)
- evening: Gala dinner ???

Session topics suggested to the Scientific Committee

.....

Draft budget

Conference fee

EVSSAR and students	- €
other delegates	- €

Member, non-member and student registration fees include access to sessions, the welcome reception, lunch, coffee, beverages and snacks and one copy of the final program and congress proceedings.

expected number of delegates (estimates)

- .. EVSSAR and students
- .. other members (pay full fee)
- .. delegates with free registration (invited speakers, EVSSAR Board)

Income

income from registration fees	€
income from sponsors and trade exhibition	€
income from social events	€
total income	€

Expenses

Travel costs and accommodation for .. invited speakers	€
Meals (1 lunch)	€
Coffee breaks (2 times)	€
Printing costs (programme, abstract book)	€
Welcome reception	€
Gala dinner	€
Office (secretarial overtime, student workers, telephone etc.)	€
Unforeseen expenses	€
total expenses	€

Signature