

University .....

---

Date .....

TO: EVSSAR President

**Application to host the .... (*number*) EVSSAR Congress (2 to 2.5 DAYS)**  
**in ..... (*year even 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

.....

- morning: Arrival of delegates,
- afternoon: plenary sessions (.. invited speakers per session plus selected free communications)
- welcome reception

.....

- morning: plenary sessions (.. invited speakers per session plus selected free communications)
- afternoon: free communications and poster sessions (parallel sessions can be organised)
- evening: .....

.....

- morning: plenary sessions (.. invited speakers per session plus selected free communications)
- afternoon: free communications and poster sessions (parallel sessions can be organised)
- evening: .....

## 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 all 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 (2 lunches)	€
Coffee breaks (4 times)	€
Printing costs (programme, abstract book)	€
Welcome reception	€
Gala dinner	€
Office (secretarial overtime, student workers, telephone etc.)	€
Unforeseen e.penses	€
total expenses	€

Signature