University/Institution:……………………………………………………………………

Date:

TO: EVSSAR President

**Application to host the ..... (*number*) EVSSAR Congress**

**in ............... (*year*)**

at the ...........................................................................

**Date of the Congress:**

**Organizing Institution:**

.........

And European Veterinary Society for Small Animal Reproduction (EVSSAR)

**Local Organizing Institution:**

...........

**Venue:**

..................

**Travel to:**

By air: …

By train: …

By car: …

By ship: ...

**Accommodation in ......**

**Local Organizing Committee:** ...........

**Draft program**

Day 1 ...(*date*)

* morning: arrival of delegates, registration
* afternoon: plenary sessions (invited speakers per session plus selected free
* communications)
* welcome reception

Day 2 ...(*date*)

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

Session topics suggested to the Scientific Committee

……

**Draft budget**

Conference fee:

|  |  |
| --- | --- |
| EVSSAR members | - € |
| Non EVSSAR members | - € |
| Students | - € |

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 (estimation):

EVSSAR members: …

Non EVSSAR members: …

Students: …

Delegates with free registration (invited speakers etc): …

Income (estimation):

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

Expenses (estimation):

|  |  |
| --- | --- |
| travel costs and accommodation for ... invited speakers | - € |
| meals (2 lunches) | - € |
| coffee breaks (4 times) | - € |
| printing costs (program, abstract book) | - € |
| welcome reception | - € |
| gala dinner | - € |
| office (secretarial overtime, student workers, telephone etc) | - € |
| unforeseen expenses | - € |
| total expenses | - € |

**Signature**