

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 (University of Calgary), 2014 (Ross University), 2015 (Hannover University), 2017 (University of Pretoria), 2018 (Lincoln Memorial University), 2023 after a hiatus due to COVID (St. Georges University Grenada) and the most recent conference hosted by the University of Surrey (Guildford UK, August 2024). The next InVeST will be hosted by Texas Tech University in Amarillo Texas, October 2025. The InVeST 2027 conference will be held in Hong Kong at City University. 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 the next InVeST conference in 2028/2029. The Advisory Board's goal is to encourage global participation and avoid hosting the InVeST conference on the same continent at back-to-back meetings.

Below you will find the 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 2028/2029. 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
- Sarah Baillie, Bristol University, UK
- Julie Hunt, Lincoln Memorial University, Tennessee USA
- Heidi Janicke, St George's University, Grenada West Indies
- Shona McIntyre, University of Surrey, Guildford, Surrey, UK

Deadlines for INVEST 2028

- **December 1, 2026** – Submit your proposal to host InVeST 2028/2029
- **January 15, 2027** – Written notification from advisory board as to outcome of proposal
- **March 1, 2027**– Finalize the dates for InVeST 2028/2029

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. The anticipated time for InVeST 2028/2029 would be between July 2028 and February of 2029.

Please let us know when 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

- 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?
- Do you have a local workforce of interested personnel who can help support this effort? Is the administration at your institution supportive of the initiative?

3. Keynote speakers and workshop presenters

Identify a few new people to reach out to present the keynote talks and workshops. These should be focused on educational pedagogy and not commercially based.

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 (within or outside of 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 international delegates
- Event fees
- Potential sponsors
- Other

9. Reviewing Aspects

- Who will review the abstracts? What procedure will be used?
 - At least two of the Advisory members should be engaged in final review of the abstracts
 - Please describe how you will select for posters versus oral presentation
- 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

- When you put out the call for abstracts, please make sure that you alert submitters that the proceedings will be hosted on the InVeST website following the conference.

13. Advisory board

- Please note that it is expected that you can commit to joining the advisory board for the INVEST conference to follow yours

14. Videos and Photos – please make sure the following are regularly included in announcements.

- *When I register for this meeting, I accept that video recording is not allowed unless I have express written permission for recording video. Lack of adherence may result in being asked to vacate the meeting.*
- *When I register for this meeting, I accept that photos are not allowed unless I have express written permission for taking photos. Lack of adherence may result in being asked to vacate the meeting.*