

## **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 via the Veterinary Clinical Skills & Simulation community webpage (<https://www.clinicalskillsandsimulation.com/>). The InVeST conferences have provided an international forum for learning and networking among 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 2027. The goal is to not have the InVeST conference on the same continent two times in a row. (See previous host sites at the end of these guidelines.)

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](http://www.vetedsimulation.com). Proposals will be evaluated by the InVeST advisory board, which consists of previous conference planners and interested parties.

Please send a PDF version of your proposal to the following email address:

**[dean.hendrickson@colostate.edu](mailto:dean.hendrickson@colostate.edu)**

Note that the deadlines below pertain specifically to InVeST 2027. 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
- Sarah Bailie, Bristol University, UK
- Julie Hunt, Lincoln Memorial University, Tennessee USA
- Heidi Janicke, St George's University, Grenada West Indies
- Priya Sharp, University of Surrey, UK

### **Deadlines for INVEST 2027**

- **January 15, 2025** – Written notification to the advisory board that you would like to host InVeST 2027

- **April 15, 2025** – Submit your proposal to host InVeST 2027
- **May 15, 2025** – Written notification from advisory board as to outcome of proposal
- **August 15, 2025** – Finalize the dates for InVeST 2027

## **Guidelines**

1. Dates
2. Facilities and local context
3. Proposed Keynote Speakers
4. Organizing institution(s) and Persons Responsible
5. Accommodation
6. Transportation
7. A timeline of event planning
8. Budget - draft form including any plans for sponsorship
9. Reviewing abstracts
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 2027 would be between January and July of 2027 and as the InVeST conference will not be on the same continent two times in a row, in 2027 it will not be on the continent of North America.

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? What is the capacity?
- Do you have an area to display posters (preferably electronically) and models?

- Do you have an area to provide food and beverages?
- Do you have 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. Proposed Keynote speakers** Identify a few new people to reach out to present the keynote talks. These should be focused on education 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. Accommodation**

- 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 Event Planning (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
- 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 delegates
- Event fees
- Potential sponsors
- Other

## **9. Reviewing Abstracts**

- Who will review the abstracts? (Guidelines will be provided by the InVeST Advisory Board)
  - At least two of the Advisory members should be engaged in final review of the abstracts.
- 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 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 photos and video recording is not allowed unless I have express permission from the presenter and comply with the hosting university policies. (Please insert link to hosting institution policies on the taking of photos, videos, and use of such media.) Lack of adherence will result in being asked to vacate the meeting.**

### Previous InVeST Conferences

2011 Colorado State University, Fort Collins, Colorado

2012 University of Calgary, Calgary Canada

2014 Ross University, St. Kitts

2015 University of Hanover, Hanover Germany

2017 University of Pretoria, Pretoria, South Africa

2018 Lincoln Memorial University, Knoxville, Tennessee

2023 St. Georges University, Grenada

2024 The University of Surrey, Guildford UK.

2025 Texas Tech University, Amarillo Texas

