



## **Manual of the SAVMA Symposium**

(Revised March 13th, 2023)

It is recognized that there is great value in affording veterinary students the opportunity to meet and socialize together, and to gain an introduction to organized veterinary medicine. The Student AVMA Educational Symposium shall be designed to permit students in attendance to become familiar with phases of veterinary medicine that are not usually covered in their regular curricula.

### **Part 1 – General Information**

#### Section 1 – Time and Place

- A. The Student AVMA (SAVMA) shall hold an Educational Symposium at a school or college of veterinary medicine with voting representation in the SAVMA House of Delegates (HOD), between February 1 and April 30 (a period of 90 days).
- B. Official activities, not inclusive of the HOD or its committees' actions, for the Symposium shall take place for at least two days and three nights.

### **Part 2 – Bids**

#### Section 1 – Preparing a Bid

- A. Schools or colleges of veterinary medicine that wish to submit Symposium bids should prepare a plan including a list of objectives, timetables, housing, and transportation goals that the chapter would like to provide.
- B. Delegates from chapters looking to present a bid at the Symposium should share this information with the SAVMA Chapter and AVMA advisor to assist with any questions in submitting a bid.

#### Section 2 – Bid Proposals

- A. The SAVMA HOD shall select the SAVMA Symposium site from submitted bids two years in advance of the proposed SAVMA Symposium.
- B. The following shall be considered requirements for uniform bid presentations:
  1. A time limit of fifteen (15) minutes for the bid presentation and five (5) minutes per school or college for a question and answer period shall be allowed.
  2. The bid presentation shall include: introduction, finances, proposed symposium budget, speakers and programs, travel considerations, registration and housing, social and/or special considerations, and progress to date.
  3. A realistic statement of attendance capacity and expected attendance may be included with the bid.
  4. An information packet will be presented to the Delegates, Officers, Advisors, and the AVMA convention planning staff. It is recommended this be done at least thirty (30) days prior to bid presentations. It should contain the following information as listed above in "Preparing a Bid".
  5. Audiovisual materials are encouraged.

6. Bid presentations and related activities shall be informative and not extravagant, as monies could be better utilized by the schools and colleges.

#### Section 3 – VMA staff support of accepted bid

- A. Once the Symposium bid has been voted on and passed by the SAVMA HOD, the plans will be presented to the AVMA Staff Advisor for Symposium for review and advice on negotiations and other aspects of convention planning, prior to contacting any commercial interest or businesses. AVMA Staff Advisor will provide the SAVMA Symposium Starter Kit which is a detailed timeline that will help guide the Symposium team along. This advisor may also direct the Symposium team to other experts within AVMA to assist them as needed.

### **Part 3 – Host School Symposium Planning Committee (HSSPC)**

#### Section 1 – SAVMA Delegates

- A. As used in this section, “SAVMA Delegates” will refer to the two delegates that are successful in securing the bid, as well as the following Junior Delegate elected.

#### Section 2 – General Manager(s), Treasurer and Fundraising Chair Selection

- A. The Host school or college that has been awarded the Educational Symposium by the SAVMA HOD shall select up to two Symposium General Manager(s), one Treasurer, and up to one Fundraising Chair. Upon selection of these positions, the Host school will notify the SAVMA Executive Board and the AVMA Staff Advisor for Symposium. This core executive team along with the Chapter President and SAVMA delegates will be tasked with finding volunteers for their Host School Symposium Planning Committee (HSSPC) which consists of all committees and committee chairs that assist with the execution of Symposium.

#### Section 3 – SAVMA Delegate Responsibilities

- A. In addition to the responsibilities outline for the delegates by virtue of being members of the HSSPC, at least one of the SAVMA Delegates shall oversee the marketing efforts for their Symposium. This may include digital marketing and advertisements on local and national SAVMA social media channels, setting up a booth at the Symposium being held the year before their event to distribute “save the date” info, ordering SAVMA Symposium branded giveaways for distribution or other marketing ideas as deemed necessary by the HSSPC.

#### Section 4 – General Manager(s) Responsibilities

- A. The Symposium General Manager(s) shall participate in all conference calls and/or actual meetings of the Student AVMA Executive Board that will have agenda items pertinent to Symposium or Symposium finance
- B. The SAVMA annual budget will allot a line item to include reimbursement for travel expenses incurred by the General Manager(s) and/or other members of the HSSPC. These funds shall be applied for travel to SAVMA Symposium, AVMA Convention, or related travel necessary to planning Symposium.

#### Section 5 – General Manager(s) Report

- A. The SAVMA Symposium General Manager(s) shall create a file composed of a chronologic record of the events in the planning of the Symposium and of reports from each committee chair. These reports shall contain the committee’s protocol, problems, and suggestions.
- B. A copy of this file should be kept by the Student AVMA Staff Advisor.
- C. The Symposium General Manager(s) shall pass a copy of the final report directly to the succeeding Symposium General Manager(s) for the next two symposia.

- D. Following the close of the Symposium, the Host school or college must ensure that all accounts are closed and records turned over to the SAVMA Treasurer for audit at least ten days prior to the start of the HOD meeting at the AVMA Annual Convention that immediately follows the symposium.

#### Section 6 – General Manager(s) Stipend

- A. The Symposium General Manager(s), Treasurer, SAVMA Delegates, Host School Presidents, and Fundraising Chair will be eligible to receive a stipend. Additional members from the host school may be added as part of the stipend with at least a 75% approval from the original planning committee, however the value of the SAVMA budget line item will not be increased in such event. This stipend shall be as detailed in the SAVMA budget and may be divided up between the positions as the host school sees fit. This will be in compensation for their responsibilities pertaining to the Symposium. This stipend will be funded annually through the SAVMA budget. Receipt of the stipend will occur upon approval of the General Manager(s) report.

### Part 4 – Registration

#### Section 1 – Registration Timing

- A. A registration window shall be set between November and March. The Host school may use its own discretion on whether to accept late registrations.
- B. All tour and workshop confirmations must be sent to registrants no later than three weeks before the Symposium.
- C. Registration will be hosted via the AVMA website and registration system or a third party the AVMA has determined will appropriately accommodate Symposium registration.

#### Section 2 – Registration Costs

- A. SAVMA Symposium attendance is a SAVMA member benefit. Active SAVMA members, other than Delegates or Officers attending Symposium, shall pay a registration fee not to exceed \$85.00. Total registration cost – including any late fees which may be assessed by the host school on a date determined by the host school – shall not exceed \$110.
- B. The registration fee for SAVMA Delegates and Officers shall not exceed \$50.00. This expense shall not be borne by the Hosting school or college.
- C. The registration fee for other attendees (ie: Exhibitors, Pre-vet Student Volunteers, Guests) shall be determined by the Hosting school or college. If the attendance capacity of the Symposium is reached, registration priority goes to Student AVMA members.
- D. Refunds for registered participants shall be left to the discretion of the Hosting school or college. A refund policy for the current Symposium must be determined prior to the registration system opening. Rules concerning refunds shall be visible within the registration system, included when possible in the registration confirmation communications to attendees and on the SAVMA Symposium website.

### Part 5 – Finances

#### Section 1 – Organization of Finances

- A. At the September/October SAVMA Executive Board conference call, the Host school or college HSSPC shall present their Symposium budget, which should include projected expenses and income, for review.
- B. The HSSPC shall maintain banking accounts at the same location as SAVMA accounts unless otherwise permitted by the SAVMA EB.
- C. The SAVMA Symposium Treasurer, the SAVMA Treasurer and the Student AVMA staff advisor shall be the sole custodians of the resources of the SAVMA Symposium.

- D. A strict accounting of all funds received and expended and all accounting records, including all cancelled checks (or photocopies) and all bank statements, shall be sent to the Student AVMA Staff Advisor and the SAVMA EB, ten (10) days prior to the start of the AVMA Annual Convention unless an extension is granted by the SAVMA EB.
- E. All checks written by the Host school or college must have at least two authorized signatures.
- F. The SAVMA Treasurer and the Student AVMA staff advisor shall be informed monthly of all debits or credits to all fiscal accounts related to the hosting of the SAVMA Symposium.
- G. All financial data records during the entire process of hosting the Symposium shall be kept on a SAVMA Executive Board approved computer program. The Student AVMA Treasurer will provide the program with instructions on requirements for monthly reports and tax filing.
- H. SAVMA must always be a top tier sponsor of Symposium. SAVMA will give the budgeted amount as approved by the SAVMA HOD at the SAVMA budget meeting to the Hosting School after September 1st, two years previous to their symposium. This money must be fully accounted for in the monthly report to the SAVMA Treasurer.
- I. The future HSSPC will not seek funding from corporate sponsors until after the current Symposium has been completed.
- J. All profits and losses from educational Symposia are the sole property and responsibility of SAVMA.

## Section 2 – Speakers

- A. Expenses for all speakers shall be limited to travel and hotel expenses to be paid through sponsorship. The HSSPC shall bear the responsibility of finding such sponsorship.
  - 1. It is highly recommended to utilize the host school's faculty and staff as speakers and/or experts to showcase the host school and save costs on travel expenses.
- B. No additional honoraria, gifts, or mementos shall be required from the HSSPC; however, the HSSPC can grant exceptions for the Keynote Speaker(s) and its own faculty or staff members up to \$100 per individual. If the HSSPC decides to provide additional honoraria, gifts, or mementos, the HSSPC shall bear responsibility of upholding state/university gift guidelines or policies.

## Part 6 – Exhibit Hall

### Section 1 – Rules

- A. In accordance with SAVMA Exhibitor Rules and Guidelines, the HSSPC may invite or permit nonprofit organizations, AVMA allied groups and veterinary-related commercial entities to present educational materials and/or product information to Symposium attendees only during specified time periods as specified by hosting schools.
- B. Groups wishing to participate in an Exhibitor Fair to be held in conjunction with the educational lectures may do so by purchasing booth space. A fee, as determined by the Host school's Symposium committee, can be charged for the booth space. A group may purchase more than one booth space if desired. Host schools may provide the table, but the groups will supply all other materials. Exhibitors must agree to and sign a SAVMA Exhibitor Agreement which states: *“According to the AVMA Official Rules and Regulations ineligible exhibits include, but are not limited to: those exhibiting illegal services or activities, those not appropriate for a family venue, those espousing philosophies or actions in opposition to those of the AVMA, SAVMA and those that are harassing, discriminatory, or violate the AVMA Code of Ethics. I have read, understood and agreed to abide by this and the entire set of Official Rules, Regulations, and Policies of the Student American Veterinary Medical Association attached to this application. I understand that failure to adhere to the rules, regulation and policies may impact upon our ability to exhibit in this and future SAVMA symposia. I sign this application on behalf of the organization exhibiting.”*

## Part 7 – Symposium Events

### Section 1 – Symposium Events and Wetlabs involving use of animals

- A. The Host school will submit a proposal describing all events involving the use of animals at the student symposium. The proposal must be reviewed by the Host school's IACUC committee prior to the event being held at symposium.

### Section 2- Diversity Forum/Breakfast and Annual Meetings

- A. The HSSPC shall select a Diversity Chair to serve on the HSSPC, who will organize the Diversity Forum or a Diversity Breakfast and annual meetings held at Symposium working collectively from the respective groups detailed below.
- B. The HSSPC/Diversity Chair will work with the SAVMA Cultural Outreach Officer (COO), National officers of Broad Spectrum and VOICE to coordinate logistics for their national meetings.
  - a. Communications with Broad Spectrum/BSVSA must be initiated by the Diversity Chair early to set a plan of action for the Diversity Forum/Diversity breakfast and annual meetings. Meeting space shall be provided for both groups to meet during the symposium.
  - b. Diversity Forum/Breakfast
    - i. The HSSPC/Diversity Chair shall work with Broad Spectrum/BSVSA, SAVMA COO and if determined other national officers including, but not limited to VOICE, to plan a Diversity Forum or Diversity breakfast to be held during the Symposium with an educational program devoted to the discussion of diversity in veterinary medicine.
    - ii. BSVSA historically has worked with Hill's to have a sponsored Diversity breakfast and shall be given first choice in sponsoring this event.
    - iii. BSVSA has historically provided speakers, but this can be discussed and determined by the HSSPC/Diversity Chair with all parties informed and agreed upon for topics/speakers.
    - iv. Breakfast shall be paid for using sponsorship funds provided to Symposium. Sponsor shall receive acknowledgement as a sponsor for the event in all areas the event is advertised. The advertisement of the event and food to be served should be coordinated and planned by the HSSPC/Diversity Chair.
    - v. Registration should be organized, collected, and advertised by Diversity Chair/HSSPC/SAVMA COOs

### Section 3 – SAVMA Meetings

- A. The HSSPC shall provide a meeting room to accommodate the needs of the SAVMA HOD and the SAVMA Chapter Presidents Meeting during the symposium.
- B. The HSSPC is responsible for finding funding for meals (i.e. breakfast and lunch) that occur during the SAVMA HOD and SAVMA Chapter Presidents meetings.
- C. The HSSPC shall provide a meeting room to accommodate the SAVMA One Health Meeting organized by the SAVMA Global and Public Health Officer. This meeting shall occur outside of SAVMA HOD meeting time, so repurposing the room after the HOD meetings have closed is recommended.
- D. Any additional SAVMA meeting requests must be presented to the AVMA staff advisor for Symposium prior to SAVMA Symposium registration opening.

### Section 4 – International Chair

- A. The HSSPC shall select an International Chair who will coordinate and assist IVSA and students from other countries in their attendance of the Symposium.
- B. The HSSPC and International Chair shall work with the SAVMA International Exchange Officer (IEO), IEO-elect and International Veterinary Experience Committee (IVEC) to coordinate international students with regard to, but not limited to, applications, accommodation, raising scholarship funds, and Symposium registration.
- C. The Host School International Chair shall organize a space for the IVSA Development Fund Auction to take place if requested prior to SAVMA Symposium registration opening.
- D. The HSSPC and International Chair shall work with SAVMA IEO and IVSA to organize a time for an IVSA meeting to occur outside of SAVMA HOD time and include this in the program listing for the event.

## **Part 8 – Symposium Contests**

### Section 1 – Symposium Competitions

- A. At least two athletic and four academic contests will be conducted annually at the Student AVMA Symposium. The HSSPC may add additional events as they see fit.
- B. The rules and contents of athletic and academic contests will be determined by the HSSPC and provided to attendees either through email and/or posted on the SAVMA Symposium website. See Bovine Reproduction Contest for specific rules and regulations.
- C. A trophy to be provided by the HSSPC will be awarded to the winning teams of the bovine reproduction competition and others as HSSPC sees fit.

### Section 2 – Bovine Reproduction Contest Rules

- A. The contest format shall be designed by the Host school and shall consist of palpation of live animals and/or reproductive tracts, and a written examination.
- B. A team shall consist of three students to be selected at the discretion of their school.
- C. Seniors shall not be allowed to participate. Participation by students from all other classes is encouraged.
- D. If a school cannot field a team of three members, one or two individuals from that school may participate and compete for the individual awards.

## **Part 9 – Sponsors**

### Section 1 – Sponsorship Policies

- A. Corporate sponsorship of any activity associated with the SAVMA Educational Symposium is permitted provided that such sponsorship furthers the Symposium objectives and maintains the professional environment of the event. The HSSPC shall have the final selection of content and of presenters for the scientific program and its workshops. Corporate sponsors shall be provided the opportunity for appropriate recognition during the symposium and in symposium literature. The sponsors shall be recognized in the following ways: “provided through an educational grant from...” or “co-sponsored by...”
- B. The corporate sponsor will be expected to avoid any implication in its announcement, descriptive programs, or promotional materials that the SAVMA is part of a joint sponsorship.
- C. When conferences, meetings, or lectures are sponsored by outside entities, the organization that presents the program, not the funding sponsor, shall have control of the content and speakers.
- D. The HSSPC reserves the right to refer any request for corporate sponsorship to the Student AVMA Executive Board for evaluation, approval, or disapproval.

## **Part 10 – Alcohol Policy**

### Section 1 – Alcohol Policy

- A. Non-alcoholic beverages will be available at all times at all Symposium-sponsored events where alcohol is being served. If alcohol is to be served free, non-alcoholic beverages must also be free and subject to the same restrictions as free alcohol.
- B. Alcohol will not be served at any SAVMA sponsored function that involves the handling of animals by students.
- C. Free, unlimited quantities of alcohol shall not be served at any Symposium sponsored events.
- D. Symposium-sponsored events that serve alcohol will have transportation services to and from the event available for all Symposium attendees throughout the course of events.

## **Part 11—Travel Scholarships**

### Section 1-Basic Information

- A. It is recommended that the HSSPC elect a scholarship committee to be chaired by a student, the Symposium Treasurer, or the fundraising chair.
  - a. The function of this committee will be to distribute information regarding scholarships and choose winners of scholarships.
- B. The intention of these scholarships is to be used for travel costs associated with getting to symposium including but not limited to airfare, lodging, mileage reimbursement, and other forms of transportation.

### Section 2-Monetary Specifics

- A. Scholarships will come from the budgeted line item in the SAVMA budget, under the HSSPC section. If there is any amount remaining from the prior symposium's funds, a maximum amount of \$10,000 will be added to the scholarship fund.
- B. Scholarship funds will be transferred into the Symposium bank account by the AVMA advisor, and the amount confirmed once the books are closed from the previous year Symposium. It will be the responsibility of the HSSPC and Symposium Treasurer to distribute all scholarship funds.
  - a. International scholarships will need to be sent via wire transfer.
- C. Individuals receiving funding from SAVMA accumulating over \$600 or over (for non-reimbursable events) in a calendar year, will be subject to taxes on funds received. Therefore, it is recommended individual scholarship amounts do not exceed \$500 and receipts are collected by the committee for all travel reimbursements for individuals.
- D. The amount of each travel grant is to be determined by the scholarship committee. The committee may elect to set one award amount for each recipient or elect to have a tier-system where recipients are eligible for different award amounts based on individual circumstances.
  - a. An example of this is in previous years, scholarship committees have offered higher monetary awards to international SAVMA members because of higher costs associated with their travel.

## **Part 12 – Amending/Revising the Symposium Manual**

### Section 1 – Basic rules

- A. Any member of the SAVMA HOD or SAVMA Executive Board may suggest a revision to the Manual.
- B. The revision must be written and submitted electronically to the SAVMA Executive Board at least thirty (30) days prior to the next SAVMA HOD meeting. This prior notice provision may be waived by a 2/3 vote of the SAVMA HOD.

- C. A proposed revision can be included in a committee report to the HOD or introduced to the HOD during open discussion, but only if the prior notice provision has been waived as stated above.
- D. All approved revisions must be passed by a majority vote of the HOD to officially become part of the SAVMA HOD manual. All Manual revisions will become effective immediately following approval of the HOD and the AVMA Staff Advisor.
- E. Any revision approved by the SAVMA HOD must be submitted to the AVMA Executive Vice President or his/her other designee (the Student AVMA Advisor).