



Manual of the SAVMA Symposium

(Revised March 15, 2012)

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 shall hold an Educational Symposium at a school or college of veterinary medicine with voting representation in the 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 two days and three nights.

Section 2-Preparation for Symposium

- a) One year prior to a scheduled Symposium, the host school or college shall send a letter to the deans of all the schools and colleges of veterinary medicine in the United States and Canada asking for their cooperation and encouragement of student attendance.
- b) A flash drive shall be provided from the host school containing all pertinent files for the next year's Host School Symposium Planning Committee (HSSPC). It is highly recommended that the next year's HSSPC meet with the current year's HSPPC during or after Symposium.

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) Schools and colleges that are submitting bids for the Educational Symposium will be allowed an equal amount of space in *The Vet Gazette* before the time of voting. Logistics are to be decided between the interested schools or colleges and *The Vet Gazette* Editor.



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, progress to date.
 - 3) A realistic statement of attendance capacity and expected attendance shall be included with the bid. This statement shall be verified with the Student AVMA Executive Board prior to formulation of 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 — AVMA convention staff planning coordination

- 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. The plans will be presented to the AVMA Convention and Meeting Planning Division staff for review and advice on negotiations and other aspects of convention planning, prior to contacting any commercial interest or businesses.

Part 3-Symposium General Manager(s) and Treasurer

Section 1-General Manager(s) and Treasurer Selection

- a) The Host school or college which has been awarded the symposium by the SAVMA



HOD shall select up to two Symposium General Manager(s) and one Treasurer. Upon selection of these positions, the Host school will notify the SAVMA Executive Board, SAVMA HOD, and the AVMA Staff Advisor.

Section 2-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 GMs 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 3-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).
- 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 4-General Manager(s) Scholarship

- a) The Symposium General Manager(s) shall receive a scholarship as detailed in the SAVMA budget. This will be in compensation for their responsibilities pertaining to the Symposium. This scholarship will be funded annually through the SAVMA budget. Receipt of the scholarship 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 15 and February 1. Registration



material must be accomplished with Web-based registration. The Hosting 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.

Section 2-Registration Costs

a) Active 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 Student AVMA 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 non-Student AVMA members 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. Rules concerning refunds shall be included in the registration packet.

Part 5-Finances

Section 1-Organization of Finances

a) One year prior to the scheduled Symposium, the Hosting school or college shall present their budget to the Student AVMA HOD for approval.

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 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 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 Hosting school or college must have at least two authorized



signatures.

f) The SAVMA Treasurer shall be informed quarterly 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 Student AVMA Executive Board approved computer program. The Student AVMA Treasurer will provide the program with instructions on requirements for quarterly reports and tax filing.

h) The Student AVMA will give the \$25,000 budgeted for the Symposium to the Hosting School September 1st, two years previous to their symposium. These funds will be used for either set-up costs, Symposium travel for committee members, fundraising, opening a bank account, or office supplies. This money must be fully accounted for in the quarterly report to the Student AVMA 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, hotel, and miscellaneous expenses to be paid through sponsorship. The HSSPC shall bear the responsibility of finding such sponsorship.

b) No additional honoraria, gifts, or mementos shall be given by the HSSPC, with exception granted to the Key Note Speaker.

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



hosting school's Symposium committee, can be charged for the booth space. A group may purchase more than one booth space if desired. Hosting schools may provide the table, but the groups will supply all other materials. Exhibitors must agree to and sign an AVMA 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, 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 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 AVMA conventions. I sign this application on behalf of the organization exhibiting.”

Part 7-Symposium Events

Section 1-Symposium Events and Wetlabs

a) The Host school will submit a proposal describing all entertainment events involving the use of animals at the student symposium. The proposal must be forwarded to the SAVMA Executive Board and the Animal Welfare Committee by May 1 of the year prior to the symposium. The proposal must be reviewed by the Host school's IACUC committee prior to the event being held at symposium. The proposal will be reviewed for approval by the SAVMA Executive Board with a recommendation from the Animal Welfare / Human Animal Bond Committee at the SAVMA HOD meeting held at the AVMA Annual Convention.

Section 2-Diversity Forum

- a) The HSSPC shall select a Diversity Chair to serve on the HSSPC, who will organize the Diversity Forum.
- b) The HSSPC shall plan a Diversity Forum to be held during the Symposium with an educational program devoted to the discussion of diversity in veterinary medicine.

Section 3-SAVMA Meetings

- a) The HSSPC shall provide a meeting room for two consecutive days during the Symposium proceedings for the SAVMA HOD.
- b) The HSSPC is also responsible for finding funding for breakfast and lunch for both days



of the SAVMA HOD.

c) The HSSPC is responsible for providing another meeting room for the SAVMA President's group on the third day of Symposium.

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 SAVMA IEO, IEO-elect and IVEC to coordinate international students with regard to, but not limited to, applications, accommodation, raising scholarship funds, IVSA Development Fund and Symposium contest registration.

c) The HSSPC and International Chair shall organize a stand in the exhibit hall, free of charge, if members of IVSA will be in attendance to be at the stand.

d) The HSSPC and International Chair shall organize a space for the IVSA Development Fund Auction to take place and place an advertisement in the Survival Guide for IVSA and the IVSA Development Fund.

e) 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 Survival Guide.

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 for example: volleyball, tug-o-war, bovine reproduction, equine aging, SAVMA Challenge, and anatomy.

b) The HSSPC may add additional events as they see fit.

c) The rules and contents of the volleyball, tug-o-war, and equine aging contests will be determined by the HSSPC and provided in the registration packet.

d) A trophy to be provided by the HSSPC will be awarded to the winning teams of bovine reproduction, equine aging, SAVMA Challenge, and volleyball.

e) All perpetual trophies awarded for both academic and athletic competitions shall be housed at the AVMA headquarters. Each host school or college of Symposium shall pay



for updating the plaques to reflect the new winners of these trophies. Each competition winner shall receive an individual trophy.

Section 2-Bovine Reproduction Contest Rules

- a) The contest format shall be designed by the Hosting 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 or college cannot field a team of three members, one or two individuals from that school may participate and compete for the individual awards.

Section 3-SAVMA Challenge

- a) The Symposium Host school or college shall be financially responsible for the SAVMA Challenge.
- b) The Host school or college shall be responsible for all planning, registration, advertising, and coordination of the challenge. They will provide all judges for the challenge and finally they will gather and compile a file of clinical cases from their own facility to be used in the event.
- c) Each school or college may enter one team consisting of at least three members.
- d) There must be at least three years of the veterinary program represented: one team member must be a freshman, and only one senior is allowed.
- e) The Hosting school or college shall set the specific rules of the challenge but the competition must be based on clinical cases gathered from actual clinical settings.
- f) Questions must be based on the specifics of each case presented to the teams.
- g) Rules of the SAVMA Challenge shall be emailed to each school three months prior to the Symposium.

Part 9-Symposium Proceedings

Section 1-Symposium Results

- a) Symposium proceedings shall be made available online after the Symposium. All



members of the Student AVMA shall have access to online proceedings. Such access may be made available through the SAVMA website, requiring members to log-in to protect the proceedings' authors.

b) Symposium proceedings may not be republished, reproduced, transmitted, or distributed whether mechanically, electronically or in any other medium, without prior written approval from the Student AVMA Executive Board and the AVMA Staff Advisor. Commercial reproduction and multiple distribution or publication, in any form or medium, is prohibited.

c) A copy shall be sent to each veterinary school or college of veterinary medicine library.

d) A copy of the Symposium proceedings shall be sent to the AVMA Headquarters Library.

Part 10-Sponsors

Section 1-Sponsorship Policies

a) Corporation sponsorship of any activity associated with the Student AVMA Educational Symposium is permitted provided that such sponsorship furthers the Symposium objectives and is in keeping with 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 Student AVMA 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 11-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 12-Amending/Revising the Symposium Manual

Section 1 — Basic rules

- a) Any member of the 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 designee.