

## GUIDELINES and Check List for the Organisation of ICAR Biennial Sessions

Time	Action	Recommendation	ICAR Requirement / Rule
Year - 5	Collection of information regarding technical requirements for the organisation of an ICAR Session		
Year - 4	Internal consultation with the organisation concerned	Potential organiser should explore possibilities for accommodation of expecting number of participants, availability of meeting space, logistic, equipment, etc.	
Year - 4	Preparation of the preliminary budget	It should include income from registration fees and from sponsors.	
Year - 4	Consultation with the potential partners and sponsors	Organiser should obtain a binding commitment from potential partners and sponsors – it is highly recommended to obtain a legally binding document from Ministry or any other Governmental entity	
Year - 4	Communication to ICAR regarding intention to host Biennial Session		
Year - 3	Establishment of the Organizing Committee	<p>Experience has shown that max. 5 to 7 members of the Organizing Committee actively contribute to the efficiency. If necessary Honorary Committee could be established.</p> <p>Distribute tasks and responsibility among members of the Organizing Committee.</p> <p>Establish scientific Committee headed by a member of the Organizing Committee.</p> <p>Decide on modalities of further work:</p> <ul style="list-style-type: none"> <li>- contract with the professional Agency or</li> </ul>	

		- make all arrangements directly with Hotels.	
Year - 3	Preparation of the Preliminary Programme and the First Invitation		
Year - 2	Distribution of the Preliminary programme and Invitation at the current ICAR Session.	It is recommended to present short video on the venue of the session and distribute general and tourist information about the host country. It is also recommended to put an information desk with the information material.	
Year - 2	Distribution of the Preliminary Programme to all ICAR Member Organizations		
Year - 2	Booking of Accommodations and Meeting Rooms	Book approximately 450 Rooms in Hotels of various categories. Book big meeting room for 500 seats, one room 150 to 200 seats, 12 rooms with 20 to 30 seats, 4 offices with telephones, computers, e-mail connections. Arrange for renting photostat. Arrange banking and postal service – as appropriate.	
Year - 2	Preliminary arrangements with local authorities (mayor) – local breeders and tourist associations. Inform partners and sponsors on the preliminary programme.		
Year - 2	Establish Registration Packages	<b>INTERBULL Registration fee includes:</b> <ul style="list-style-type: none"> <li>- All Technical Sessions</li> <li>- Lunches and Tea/coffees</li> <li>- Welcoming Dinner (usually with the Mayor)</li> <li>- Programme</li> </ul>	

		<ul style="list-style-type: none"> <li>- List of Participants</li> </ul> <p><b>ICAR Registration fee includes:</b></p> <ul style="list-style-type: none"> <li>- All ICAR Technical Sessions</li> <li>- Lunches and Tea/coffees</li> <li>- Opening Ceremony and Dinner (usually with the Minister)</li> <li>- Study Tour with Social Evening</li> <li>- Farewell Dinner</li> <li>- Industrial Exhibition</li> <li>- Conference Materials</li> <li>- Proceedings</li> <li>- List of Participants</li> </ul> <p><b>Accompanying Person Registration fee includes:</b></p> <ul style="list-style-type: none"> <li>- Lunches</li> <li>- Opening Ceremony and Dinner</li> <li>- Study Tour with Social Evening</li> <li>- Farewell Dinner</li> <li>- Accompanying Persons Tours</li> </ul>	
Year - 2	Establish the level of Registration fees	<p>Separate INTERBULL Meeting, ICAR Session, attendance at ICAR + INTERBULL, Satellite Workshops, Accompanying Persons, Post Conference Tours. Fees should not be too high. For ICAR, costs of the publication of Proceeding is covered from registration fees.</p> <p>It includes:</p> <ol style="list-style-type: none"> <li>1. collection of papers</li> <li>2. scientific corrections</li> <li>3. linguistic editing</li> <li>4. layout</li> <li>5. camera ready</li> </ol>	

		6. dispatch to publisher Points 3 and 4 could be arranged with ICAR Secretariat, but payment should come from the organizer.	
Year – 1,5	Consultation with Publisher of ICAR Proceedings regarding Guide for authors of papers. Negotiations regarding costs, timing of submission of manuscripts, technical form, linguistic corrections of content and form		
Year – 1,5	Signature of Contracts with Hotels – Agencies regarding Accommodation, Meeting Rooms, Equipment, Transfers.		
Year – 1,5	Arrangements with the official Air Carrier for the Session regarding reduced fares for participants.		
Year – 1,5	Prepare the First General Information and Registration Form - Draft Programme	Consultation with the Executive Board regarding Major Themes for Technical Sessions, Invited speakers and Chair Persons of Sessions. General information note should include: <ul style="list-style-type: none"> <li>- passport and visas requirements</li> <li>- session venue</li> <li>- climate</li> <li>- transport including transfer from Airport / Railway station to Hotels</li> <li>- currency and exchange</li> <li>- Session fees: <ol style="list-style-type: none"> <li>1) Deadline for early registration</li> <li>2) Late Registration</li> </ol> </li> <li>- Language</li> <li>- Optional events (Post conference tours)</li> <li>- Accompanying Persons</li> </ul>	

		<ul style="list-style-type: none"> <li>- Billing and charges</li> <li>- Registration and Payment (Banking Instructions)</li> <li>- Cancellation of Participation / Refunds</li> <li>- Shops</li> <li>- Liability</li> <li>- Deadline for submission of papers</li> <li>- Information about the INTERBULL Meeting</li> </ul>	
Year – 1,5	Submit the Draft Programme to ICAR Board.	Organizing Committee should contact Chairpersons of SC/WG/TF regarding Meeting Rooms and Equipment.	
Year – 1,5	Consultation with major local and international sponsors	It is recommended to invite sponsors to visit the venue of the Session. Organizing Committee should establish criteria for various levels of sponsorship.	
Year - 1	Approval of the First General Information and Registration Form (including programme of ICAR Session) by ICAR Board, designation of Chair Persons of Technical Sessions.		
Month - 10	Printing and distribution of the First General Information and Registration Form at the EAAP Annual Meeting. Distribution to Member Organisations.	It is recommended to put an information desk with the information material.	
Month - 6	Finalization of arrangements for Cultural Programme, Conference Tour, Post Conference Tours and Catering.	Sign legally binding contracts (it is recommended to select the most convenient – not necessarily the cheapest offer for catering).	
Month - 6	Prepare bags and information material for participants (tourist and general information on country, its agricultural and animal production) and	Bags could be obtained from sponsors.	

	invitations for opening ceremony, social evening and farewell dinner.		
Month - 3	Preparation and Printing of the Final Programme: <ul style="list-style-type: none"> <li>- Programme of the INTERBULL Meeting,</li> <li>- Programme of the Satellite Symposia</li> <li>- Programme of the ICAR Session</li> <li>- List of sponsors</li> <li>- Drawing of Meeting rooms and Session services (Secretariat, Computer room, etc.)</li> </ul>	This was situation for the BLED Meeting. It is recommended to avoid the issuance of two editions of the final programme (first one was mailed and second one was distributed to the participants at the session).	
Month + 1	Request to authors to send the final text of their papers		
Month + 4	Scientific and linguistic corrections		
Month + 9	Publication and dispatch of Proceedings to participants and to Member Organizations.		