

# European College of Animal Reproduction

- ECAR –



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## ECAR conference guidelines

ECAR conference aim: to bring diplomats of all species together and have a evidence based but most importantly cross species and clinically focused conference. The ECAR conference will therefore cover current and emerging topics in reproduction of large and small animal species. A comparative approach will be taken wherever feasible to encourage deep understanding of reproductive biology and pathology.

Delivery methods:

Bidding

All active diplomats (EBVS specialists) are welcome to present a bid to organize the conference at the general annual meeting of the college. The bid should be presented to the general assembly no later than 2 years prior to the dates of the conference.

Cross species plenary sessions

The conference should consist of plenary sessions targeted to increase knowledge in comparative reproduction research. The duration of a plenary session / speaker should be 60 minutes, of which a maximum of 45 minutes is allocated to the talk and another minimum of 15 minutes for discussion.

Duration of plenary sessions / breaks

A maximum of 2 consecutive talks per a plenary session is to be delivered. After two talks with a maximum of 120 minutes duration (60 minutes per speaker), the plenary session should include a break of at least 30 min in duration.

Workshops

A workshop should apply interactive methods. A maximum of 3 speakers are employed in the workshop so that one of them acts as a chair. The chair starts with an introduction of the workshop, by providing the preplanned outline of the workshop. The introduction may include data and findings by the chair. The presentations by the speakers in the workshop should not exceed 20-30 minutes and the duration of discussions and interactive parts should be at least as long as the time allotted time for the speaker. Normally the duration of the workshop should not exceed 2,5 hours (a

maximum of 30 minutes introduction session followed by 120 minutes of interactive workshop time).

#### Free communications

Free communications are selected by the scientific committee of the conference from abstracts on the basis of scientific relevance and quality. A free communication is designed as 15 minutes per speaker so that the talk will last a maximum of 12 minutes followed by 3 minutes for discussion. A session for free communications should not last longer than 2 hours altogether. There may be several free sessions in the conference, however at least 30 minutes of breaks should be placed in between.

#### Posters

Posters are selected from abstracts submitted in due time on the basis of preference as a poster presentation and / or those that did not make it as a free communication. The poster should be prepared according to the best academic practice.

#### Program committee / scientific committee

The program committee of the conference will work as a scientific committee. The committee consists of 6-10 members and they should mainly be active ECAR diplomates. The members should be selected to represent local organizers, the ECAR board and international members. At least 2 members of the board of the ECAR should be appointed as members of the committee.

#### Budget:

Financial responsibility for the conference is with the local conference organizer

The ECAR college will share the risks and the benefits with the local organizer on a 50% / 50% - principle.

A preliminary budget will be prepared and presented to the collage at the time of the bid. A detailed budget will need to be presented and approved by the board of the collage no later than 9 months prior to the conference.

A 2500 € supporting grant should be included in the budget to supplement resident registration fee to full fee.

ECAR aims to support the ECAR conference by supplementing the resident registration fee to full fee, with an upper limit of 2500.