



<https://ieidc.org/>

CALL FOR BIDS: PROPOSAL GUIDELINES FOR IEIDC XIII 2028

International Committee

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(UK)

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Aldana Vissani
(Argentina)

Andrew Waller
(UK)

Xiaojun Wang
(China)

The International Committee of the International Equine Infectious Diseases Conference (IEIDC) invites bids to host the IEIDC XIII in 2028. All proposals should be typed and addressed to Dr James Gilkerson, Chair of the IEIDC International Scientific Committee, and sent to jrgilk@unimelb.edu.au and cc'ed to internationaleidc@gmail.com by **July 1, 2024**. Each proposal should consist of the following:

1. PROPOSED DATES (2028)

As a guide, the meeting will last 6 days (Sunday-Friday) and may include a 1 or 2 day Practitioners' Session(s) and evening workshops on two other days (Tuesday and Thursday). A welcome reception on the first evening and conference dinner near the end of the meeting should be scheduled. An International Committee dinner should also be scheduled for that Wednesday evening. However the schedule may be customised by the Local Organising Committee following discussion with the International Committee. The International Committee reserves the rights to alter the dates, as needed, if the application is approved. Any alteration will be no less than 12 months before the symposium.

2. COMMITTEE

The proposal should outline the composition of the anticipated Local Organizing Committee (LOC) together with an indication of their relevant experience. It should also provide details of administrative support which can be made available to the committee.

3. OFFICIAL SUPPORT

Details should be provided of any official involvement, financial or otherwise, from allied organizations or government bodies within the host country. This should be supported by correspondence from the appropriate body.

4. DETAILS OF VENUE

The proposed venue should be specified with a full description of the facilities available for conference activities and accommodation. If possible, printed information/photographs relating to the venue should be included. The exact location of the venue should be specified with an indication of distance from major cities if appropriate. Information regarding the nearest airport and local transport network should also be provided.

A. Facilities must include an auditorium with state-of-the-art audio-visual support, including WiFi, able to seat at least 350 attendees for the plenary scientific and practitioner sessions as well as 2 -3 smaller rooms (approximately 175 seats) for the scientific abstract sessions. Additional requirements include an area to display posters, an area to accommodate sponsors and other vendors, and a small meeting room with internet connection for the International Committee to use for the duration of the conference. Sponsor stands should be present for the duration of the conference to encourage delegates to visit.

B. The number of available hotel rooms either at the conference site or nearby should be indicated, along with their rates.

3. LOCAL INTEREST

Practitioners' Day(s) is a regular and important component of this meeting. You should provide some information regarding the likely number of local participants both for this day(s) and practitioners who may wish to attend the scientific component of the conference.

4. BUDGET

A full budget of all anticipated expenditure should be included with as much detail as possible. The International Committee recognises that setting a budget, including registration fees so far in advance is challenging and is often reliant on many factors. For example, the cost of the venue hire, success of sponsorship fund raising, economic conditions etc can be difficult to predict. As a guide, Full Registration fees from recent IEIDCs are in the region of US\$525-650. However the International Committee will be happy to discuss the budget with the LOC.



INTERNATIONAL EQUINE INFECTIOUS DISEASES CONFERENCE

IEIDCXII 2028

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A. Projected Income

The International Committee is responsible for raising funds from international sources (pharmaceutical companies, AAEP, etc). Full registration is in the region of \$525-\$650, with discounts for students (e.g. \$325) and the Practitioners' Day only, approximately US\$100. The International Committee may choose to cover the cost of travel and/or hotel accommodations for invited speakers. The registration fee for speakers at the Practitioners' Day(s) is also waived. The Local Organizing Committee (LOC) is also responsible for raising sponsorship / funds from local sources.

B. Projected Expenses The following information may be useful during preparation of the budget. Based on previous meetings, a working budget between \$275,000 - \$375,000 (US dollars) may be anticipated. Please note that not all expenses may be included or the same for your particular situation; below is a sample list of projected expenses to consider:

1. All costs associated with the meeting (room charges, audio/visual cost, internet access charges, poster boards, exhibitor stands, translation services (if required for Practitioners' Day(s)).
2. All food and beverage costs associated with the meeting (breakfasts, snacks, wine and official dinners.

ANY QUESTIONS?

If you would like guidance on the preparation of the bid, please contact Professor James Gilkerson (jrgilk@unimelb.edu.au) or the Secretary, Dr Julia Kydd (internationaleidc@gmail.com).