



**AUSTRALIAN AND NEW ZEALAND
COLLEGE OF VETERINARY SCIENTISTS**

*Handbook for
College Science Week
Chapter Organising Committees*

2018 edition

This book has been formed to help future Science Week organising committees coordinate their Chapter's College Science Week (CSW) meetings. It is not likely to be inclusive of all possible tasks but a guideline to help understand the tasks involved.

It is suggested that coordinators consult with Ms Sharon Tinsley, Assistant College Manager; previous Chapter coordinators; or the overall Science Week Coordinator, Dr Terry King for ongoing advice.

ADMINISTRATION

Mr Kim Hudson, Executive Officer
Dr Mary Anne Hiscutt, College Manager
Ms Sharon Tinsley, Assistant College Manager
Dr Rachel Tan, Project Officer
Ms Robyn Pettigrew, Examinations Officer

Telephone: International +61 (07) 3423 2016
Fax: International +61 (07) 3423 2977
Email: assistcm@anzcvs.org.au
Web: www.anzcv.org.au
Postal Address Building 3, Garden City Office Park, 2404 Logan Road
EIGHT MILE PLAINS, QLD. 4113

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Science week coordinators task schedule

Time	Task
September to October	<p>Decide on the length of the meeting; 2 days; 2.5 days; 3 days and advise the College office to assist with allocation of rooms</p> <p>Decide on the theme</p> <p>Decide on whether to collaborate with other Chapters</p> <p>Rough draft of topics with possible speakers</p> <p>Consider the division of lecture topics within the theme into comprehensive and advanced CE, scientific “state of the art” lectures</p> <p>Decide on international or local non Chapter speakers</p> <p>Consider who are exam candidates and who is examining (their workload may preclude them from presenting)</p> <p>Approach potential sponsors</p>
November	<p>Send preliminary offers for invitation to speak</p> <p>Send formal letter of details and financial support offers and request written/electronic acceptance to all speakers</p> <p>Form a rough budget and communicate this with the treasurer and secretary to get approval</p> <p>Abide by sponsorship policy available on the College website by requesting approval from relevant persons for proposed sponsorship</p>
December	<p>Finalise a programme</p> <p>Ensure all formal acceptances are received from external speakers</p>
1 February 2018	Deadline for preliminary programme to be sent to College
February- April	<p>Forward contact details to Sharon Tinsley to send each non-College speaker a programme, and accommodation form package.</p> <p>Remind speakers they MUST register for Science Week on the day they are speaking although no registration payment is required for the day they are speaking.</p> <p>Send notes guidelines, request for biography, AV requirements</p> <p>Monthly reminders on deadline of notes and other requirements</p> <p>Set this deadline 8 weeks before science week, be strict!</p> <p>Advertise the meeting – list e-mail, relevant Bulletins and Newsletters if possible</p> <p>Confirm speakers to arrange own accommodation and travel and to keep receipts for reimbursement</p> <p>Communicate with sponsorship organizer(s)</p>
1 May	Forward final program to College

May-June	<p>Monthly reminder e-mails</p> <p>Edit all notes (see editors guidelines) as you go</p> <p>Send completed sponsor pages to sponsorship organiser (get any new logos via sponsorship organiser).</p> <p>Prepare proceedings and decide on which format they will be made available to registrants</p> <p>Organise printing or other mode</p> <p>Send pdf's of each individual notes file to web site coordinator for publication on Chapter web site</p> <p>Organise use of someone's laptop for the two/three days, with laser pointer</p>
Week before science week)	<p>Courier notes to conference hotel, addressed to someone who can receive them on the documentation provided by Sharon Tinsley</p> <p>Keep a copy in case of missing notes in transit</p>

Program

To help Chapters plan lectures a dummy program is shown below. Please try to arrange the lectures in 20, 40, or 60 minute blocks. This is to facilitate those delegates that wish to move between different sessions within the overall program. It is important that Chapters adhere to the printed program circulated to all members and delegates. Please note the change of timing for Saturday to include the mid-morning plenary session.

TIME	THURSDAY 5 JULY 2018	THURSDAY 5 JULY 2018	THURSDAY 5 JULY 2018
8.00	Plenary Forum: Pipeline 1		
9.00			
9.20			
9.40			
10.00	MORNING TEA IN TRADE DISPLAY AREAS		
10.30			
10.50			
11.10			
11.30			
11.50			
12.10			
12.30	LUNCH – GROUND FLOOR AND FIRST FLOOR		
1.30			
1.50			
2.10			
2.30			
3.00	AFTERNOON TEA IN TRADE DISPLAY AREAS		
3.30			
3.50			
4.10			
4.30			
4.50			
5.10			
6.00	HAPPY HOUR – STINGRAY LOUNGE, GROUND FLOOR		

TIME	FRIDAY 6 JULY 2018	FRIDAY 6 JULY 2018	FRIDAY 6 JULY 2018
8.00	Plenary Forum: Pipeline 1		
9.00			
9.20			
9.40			
10.00	MORNING TEA IN TRADE DISPLAY AREAS		
10.30			
10.50			
11.10			
11.30			
11.50			
12.10			
12.30	LUNCH – GROUND FLOOR AND FIRST FLOOR		
1.30			
1.50			
2.10			
2.30			
3.00	AFTERNOON TEA IN TRADE DISPLAY AREAS		
3.30			
3.50			
4.10			
4.30			
4.50			
5.30	COLLEGE ANNUAL GENERAL MEETING		

No other Chapter functions must be organised during the College Annual General Meeting.

TIME	SATURDAY 7 JULY 2018	SATURDAY 7 JULY 2018	SATURDAY 7 JULY 2018
8.00			
8.20			
8.40			
9.00			
9.20			
9.40			
10.00			
10.20			
10.40			
11.00	MORNING TEA IN TRADE DISPLAY AREAS		
11.30	Plenary Forum: Pipeline 1		
12.30	LUNCH – GROUND AND FIRST FLOOR		
1.30			
1.50			
2.10			
2.30			
3.00	AFTERNOON TEA IN TRADE DISPLAY AREAS		
3.30			
3.50			
4.10			
4.30			
4.50			
5.10			
5.30	Program completed		
7.00	COLLEGE AWARDS DINNER – BALLROOM		

Timing

Chapter facilitators should ensure that the program runs strictly to time, once again to ensure delegates are able to coordinate talks in different sessions within the program. The main complaint received relates to programs not being coordinated. **To allow delegates to attend the College Annual General Meeting all talks must be finished by 5.10 p.m. on Friday 6 July. No other Chapter functions must be organised during the College Annual General Meeting.**

Sponsorship

Chapters are encouraged to seek sponsorship but are reminded of the College policy which is included below. Chapters should ensure that this policy is adhered to at all times.

SPONSORSHIP POLICY

The College and its Chapters may accept sponsorship from organisations that share its objectives, provided there are clear benefits through doing so for the College, its members or examination candidates.

The College and its Chapters shall maintain autonomy from the sponsoring organisation at all times.

The College and its Chapters are able to acknowledge sponsorship by a company but shall not endorse or promote a company or its products.

Seminar content, College activities and College standards shall not be influenced by commercial issues or commercial considerations.

Sponsorship agreements may be exclusive for individual specific activities only. Sponsorship agreements shall not be generally exclusive. The College and its Chapters may accept sponsorship from more than one sponsor for an individual activity.

Sponsorship agreements shall not automatically recur.

Sponsorship for events or products developed by the College and its Chapters, including acknowledgement of the sponsorship, may be accepted on a case by case basis on prior written approval by:

- a. The Chapter Treasurer for sponsorship with value up to \$499.
- b. All members of the Chapter Executive i.e. Chapter Treasurer, Chapter President and Chapter Secretary for sponsorship with value from \$500 to \$999.
- c. The College President and Treasurer for Sponsorship with value equal to or greater than \$1000. Submissions are to be made on the approved template available from the College office.

- d. Following approval individual sponsorship agreements with Chapters may be managed by the relevant Chapter.

A formal sponsorship agreement must be signed by one representative each from the sponsor and the Chapter and a copy of all signed sponsorship agreements must be circulated to the College Office for records.

HOSPITALITY EXPENDITURE

1. General College expenditure on hospitality and catering must be approved by the Honorary Treasurer, if this is not possible then by the President, in accordance with these policy guidelines. Chapter expenditure on hospitality and catering must be approved by the Chapter Treasurer, if this is not possible then by the Chapter President, in accordance with these policy guidelines. Wherever practicable, approval should be obtained prior to the incurrence of the expenditure.
2. The expenditure must be for official purposes, must not be excessive, and should be able to withstand public scrutiny. All hospitality expenditure must be incurred for a specific outcome that can be demonstrated to be of benefit to the College. These outcomes should be documented at the time of approval.
3. Appropriate documentation to substantiate expenditure for hospitality must be maintained.
4. While it is recognised that the cost of hospitality varies appreciably depending upon the venue and the nature of the function, there is an obligation to ensure that expenditure is not excessive. Expenditure associated with formal dining (i.e. "sit-down" meal) situations can be approved up to \$125 per head (GST inclusive). Expenses in excess of this limit may be approved by the Honorary Treasurer (or the President where the Honorary Treasurer is seeking approval).

For events involving finger food and drinks, the expenditure per head at these functions should be no more than \$25 per head (GST inclusive). Expenses in excess of this limit may be approved by the Honorary Treasurer (or the President where the Honorary Treasurer is seeking approval).

5. Expenditure associated with alcohol consumption will only be approved in formal dining (i.e. "sit-down" meal) or formal finger-food-and-beverage situations which take place in evenings.
6. Expenses associated with hospitality include expenditure required for official visitors (where the College has an interest in, or a specific obligation towards, facilitating the visit).
7. The College will not fund entertainment for attendance of staff or officers' partners, unless approved by the President.

8. The costs of morning and afternoon teas and working lunches of a moderate nature and consisting of finger food only (eg sandwiches) are not classed as official hospitality and are not subject to the procedural requirements of this policy. The College's definition of hospitality and official functions is based on the definition of Entertainment Expenditure contained in the Income Tax Assessment Act 1997 (s.32-10) and related guidelines.
9. The College will not meet the costs of tipping, unless dictated by national custom.
10. Meal limits will be adjusted each financial year by the last 12 months' CPI for Australia.

**AUSTRALIAN AND NEW ZEALAND COLLEGE OF VETERINARY SCIENTISTS
DRAFT CONFERENCE SPEAKER/NOTES GUIDELINES
(Suggestion only- to be decided by your Chapter)**

Thank you for agreeing to be a speaker at the 2018 Australian and New Zealand College of Veterinary Scientists College Science Week Scientific Meeting. We look forward to providing an ordered and comprehensive proceedings that all registrants will find useful during and after the meeting. Below are the requirements for your manuscript/s.

General requirements are:

1. *A short biography* (paragraph), no photo required, please add your academic letters and work place address
2. *Notes*: approximately 4-5 pages (450-500 words in Times New Roman, font 10) per one hour talk (see format details below)
3. *A-V requirements*. Please inform now if you require anything more than a single digital data projector for your presentation

Submission of notes deadline- 11:59pm AEST (insert date)

If notes are received after the deadline your manuscript will not be accepted and you will not receive payment (50% of your speaker fee) for it. In addition, failure to submit proceedings in 2018 will preclude an invitation to speak at the 2019 Science Week Scientific Meeting.

In addition to submission of your manuscript, your Power Point presentation must be submitted on a CD/memory stick at the meeting on the morning prior to your presentation.

Copyright Agreement: The author grants unlimited and nonexclusive copyright ownership of the materials contained in the submitted proceedings manuscript to the Australian and New Zealand College of Veterinary Scientists ANZCVS. Unlimited means that the author agrees that the ANZCVS may use various modes of distribution, including online and CD-ROM electronic distribution formats. Nonexclusive means that the ANZCVS grants to the author an unlimited right to the subsequent re-use of the submitted materials. The ANZCVS will take reasonable steps to assure access control to appropriate readers. The author agrees that the ANZCVS may copy proof submissions but that editing will not change content or meaning.

Format of the written notes for the proceedings are as follows:

- Font - Times New Roman:
 - Main Heading in Font 14, bold (Capital letter for first word only)
 - Below the main heading, write your name and place of work in font 10
 - Manuscript headings in Font 12, bold,
 - Body of text font 10.
 - Any sub-headings or sub-sub headings – your choice (editors may change)
 - Please do not use too much of an indentation on bulleted points for large bodies of text as this takes up way too much space.

- **Australian** (Macquarie Dictionary) spelling throughout (**please spell check** the document before sending to us). Please do **not** spell check in American spelling.
 - No foot notes or end notes
 - Referenced text by superscript number in order of appearance in the text^{1,5,9} or numbers in sequence.¹⁻⁴ (please note position of punctuation before superscripts)
1. Scott DW, Miller WH, Griffin CE. Malassezia dermatitis. In: Muller and Kirk's Small Animal Dermatology, 6th edn. Philadelphia: W.B. Saunders, 2001: 363–74.
 2. Plant JD, Rosenkrantz WS, Griffin CE. Factors associated with and prevalence of high *Malassezia pachydermatis* numbers on dog skin. Journal of the American Veterinary Medical Association 1992; 201: 879–82.
 3. Morris DO. Malassezia dermatitis and otitis. Veterinary Clinics of North America: Small Animal Practice 1999; 29: 1303–10.
 4. Moriello KA. Superficial mycotic infections. In: Campbell K ed. Small Animal Dermatology Secrets. Philadelphia: Hanley & Belfus Inc, 2004: 157–70.
 5. Bond R, Rose JF, Ellis JW et al. Comparison of two shampoos for treatment of *Malassezia pachydermatis* associated seborrhoeic dermatitis in basset hounds. Journal of Small Animal Practice 1995; 36: 99–104.
- Please keep inserted diagrams (jpegs) to a low size; enough to be clear and not fuzzy
 - Please send notes in “Word” file as an email attachment when complete.

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Science Week manuscripts

Unless authorised by the Commonwealth *Copyright Act* (such as a fair dealing for the purposes of research) the author must obtain a license from any third-party copyright holder consistent with clause 19.2 over any material that the author does not own copyright to. The author must also acknowledge another third-party's ownership of copyright material used in the manuscript.

The author grants to the College a royalty-free* and non-exclusive license# to use the manuscript for any purpose consistent with the objects set out in the Constitution of the Australian and New Zealand College of Veterinary Scientists. The license includes both hard-copy reproduction and digital reproduction, within Australia or anywhere else in the world. Any reproduction will acknowledge the copyright ownership of the author and any third parties notified by the author under clause 19.1.

The College may proof manuscripts for editing purposes but will not otherwise change the meaning and nature of the manuscript.

*“*royalty-free*” means that the College can reproduce the manuscripts without having to pay a fee

#“*non-exclusive*” means that the original author(s) of the manuscript can grant licenses to reproduce to other parties, and may continue to reproduce the material themselves

USE OF COLLEGE LOGO

Australian and New Zealand College of Veterinary Scientists Coat of Arms is the foremost visual expression of the College’s authority. Consistent use of the Coat of Arms projects a consistent image of the College.

The College Coat of Arms is described in the College Information Brochure pp 21-22.

The College Coat of Arms must be reproduced correctly and, where possible, in full colour. The College Coat of Arms in the correct College colours is available from the College Office. A black and white version is also available. No alterations to the Coat of Arms whatsoever may be made wherever they are reproduced.

The College Coat of Arms is to appear at the top centre of College material. Crest Size: A4 and A5: 20mm width

For electronic documents, the Arms should appear on the equivalent of the first ‘page’.

The College Coat of Arms should be used on all official College material, printed and promotional, including the College website. ‘Official’ College material encompasses – all printed and promotional material, including letters, emails from the College Office, memos, envelopes, staff business cards, website and publications.

In collaborative ventures where more than one logo is required, the presentation of the Coat of Arms must be equal in size to the presentation of the logo of the partnership organisation.

College Council will provide authorisation on the use of the College Coat of Arms by College Members. Permission to use the College Coat of Arms is granted for the purposes agreed to by the authorising Council and is provided on the understanding that no other use shall be made of the College Coat of Arms, nor should it be distributed contrary to this purpose, misused, stored, copied or manipulated.

The College Coat of Arms is not allowed to be replicated on:

- Individual members’ personal materials (i.e. personal letterheads or business cards)
- Materials which are not authorised or published by the College.

Speaker’s Fees (Suggestion only- to be decided by your Chapter)

Invited External Specialists/Leaders in Field (Veterinary/Medical)

- \$500 per 1 hour lecture with notes (minimum 2500 words) + Accommodation + Travel (including airfare)

Invited Additional External Speakers (eg less qualified e.g. residents, nonspecialists)

- \$300 per 1 hour lecture with notes (minimum 2500 words)

“Volunteer” Chapter Member speakers

- \$300 per 1 hour lecture with notes (minimum 2500 words)
- Science Week registration for both Dermatology Chapter days if not covered by College if giving >1 talk over 2 days
- Chapter members have the option to donate their speaker fees back to the Chapter. This is traditionally what all Chapter members have elected to do.

E-mails to speakers (Suggestion only- to be decided by your Chapter)

There are several e-mails that are sent as follows:

1. Inviting speakers

Ask if the speaker will accept the offer of speaking and the general topic allocated to them.

2. Request of formal acceptance, attach the formal letter

E-mail to each individual speaker to request formal acceptance of the talk and check title

3. Notes deadline reminders

The purpose of regular emails is to remind speakers of impending deadline for notes. This is done monthly.

The content of this e-mail will include

1. Notes guidelines attachment
2. Deadline date in big highlighted letters (forfeited speaker fees if notes not in by deadline)
3. Request for biography
4. Request for AV requirement
5. **For catering and administration purposes it is imperative that speakers register for the Conference (although registration is complimentary on the day of presentation).**

E-mail to late note submission

This will be a personalised e-mail of frequency that is required to get notes in on time. The organising committee in the past have had various solutions to individual requirements to get notes in on time. It is up to the organising committee to decide of what is appropriate and what is not. This may vary from the speaker losing their invitation to speak or other less drastic measures.

Editor’s Guidelines (Suggestion only- to be decided by your Chapter)

The following computer formatting has been used in recent years. You may wish to modify fonts to suit your favoured presentation. The principle is to make the title of the talk clear and headings clear so that the document reads easily. The ease of this task relies on the clear communication of the monthly e-mails to ensure all speakers do their best to adhere to the notes guidelines for all aspects. There are usually late comers some legitimate and some not!

Margins:

Top: 2cm

Bottom: 2cm

Left: 2.5cm

Right: 2.5cm

Headings

Title: Font 14 Arial

Name, qualifications, address Arial font 10

Notes headings: font 12, bold

Subheading Font 10 bold

Further Subheadings Font 10 underlined, or italic, what suits the presentation best for best readability

Bullet points

Ensure all bullet points are formatted properly and not formed using the tab or space bar keys. This includes the reference section. Some old versions of Word do not bullet number clearly. The best presentation is to have the numbers on the left clearly in their own column and not merging with the text line to line. See previous proceedings.

Delete unnecessary spaces in notes

Reduce size of diagrams if possible

Check all referencing in the notes and delete spaces between text and superscripts. Full stop comes before the superscript and not after it.

Correct all grammar errors

Do spell check in Australian spelling (not American)

Add each file into the proceedings document

Form a title page: Own images or Google images to suit the theme

Format of the proceedings should match pervious years to include the following:

- Committee summary page
- Sponsorship pages
- Table of contents
- Biographies

Printing/publishing format

A university institution is usually the cheapest and several specialists have affiliations with the universities

- Clear plastic front over

- Cardboard back cover
- Plastic comb bound – allows for late additions for registrant to fit in if they wish. Separate pages can be punched with plastic comb holes and manually placed in the document if needed
- Double sided print
- Colour pages for title and sponsorship pages, black and white for all others

Report for the Science week AGM

The Science Week organising committee are required to write a report to present at the Chapter AGM. This would outline any issues encountered in the organising of interest to the members. For example, successes, difficulties, ideas to rectify problems, feedback summary from previous year.

Letter to speakers after the conference (Suggestion only - to be decided by your Chapter)

Dear Speakers,

On behalf of the Science Week organising committee I would like to thank everyone for their wonderful contribution to our Chapter Science Week program this year. I think all would agree it was another very successful and stimulating meeting! This wouldn't be possible without great speakers! Please accept our sincere gratitude for your contribution.

To help in a small way to compensate for your time, please ensure you forward invoices and receipts for reimbursement as below:

Invoicing and reimbursements:

1. Speakers external to the Chapter

You will have received an email outlining the agreed speaker payment for your talk/s and other reimbursable costs. You will need to provide:

- a. Tax invoice
- b. ABN number
- c. Receipts for agreed costs to be reimbursed
- d. Payment details

To Chapter Treasurer (*insert contact details*) who will then organise either a direct transfer or a cheque payment.