

# ISVEE17

11-15 November 2024 • Sydney, Australia  
International Convention Centre Sydney

17th International Symposium on Veterinary Epidemiology and Economics 2024  
*Veterinary epidemiology and economics down under in leaps and bounds*



## ISVEE17

### Workshop Information Guide



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On behalf of the ISVEE17 Workshops Committee, thank you for your interest in conducting a workshop at the 17<sup>th</sup> International Symposium on Veterinary Epidemiology and Economics in November 2024 in Sydney. The following information will assist you in preparation of your workshop proposal.

We have provided two venue options, one at a university and the other at a hotel. Both are within 15-minutes' walk of the symposium venue and are excellent workshop venues. We expect that most Workshop Organisers will prefer the cheaper university option. However, we cannot confirm availability of the university venue until December 2023 due to university timetabling. Therefore, there are three steps to workshop planning:

1. June-September 2023: Workshop Organisers submit their proposal to the ISVEE17 Workshops Committee, stating their venue of choice.
  - We accept that some workshops will only be feasible if the university venue is available. Minimum numbers of participants needed to run the workshop (university only, or both university and hotel if hotel is an option) need to be provided.
2. November 2023: ISVEE17 Workshops Committee notify workshop organisers of selected workshops *pending final venue bookings*.
  - Workshops will be selected based on scientific value and appeal to a definable sector of ISVEE participants, contribution to a broad range of workshops, the experience and capacity of the Workshop Organisers, and suitability of the workshop for the venue and style of ISVEE workshops.
3. January 2024: Final agreements from Workshop Organisers based on confirmation of venues and finalisation of fees, with advertisement on the ISVEE17 website.

The ISVEE17 conference organiser, Arinex, and the ISVEE17 Workshops Committee will assist Workshop Organisers, with venue booking, audio visual requirements, delegate catering and fee collection. Please feel free to contact us if you have any questions.

Kind Regards,

The ISVEE17 Workshops Committee:

Victoria Brookes, Brendan Cowled, Andrew McFadden, Jennifer Manyweathers, Caitlin Pfeiffer, Annette O'Connor, Sam Rowe.

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# Workshop Organisation

## Important Dates

Date	Description
July 2023	Workshop proposal submission open
27 September 2023	Deadline for submission of workshop proposals via the submission portal
6 November 2023	Workshop Organisers notified of the acceptance of proposals
13 November 2023	Workshop information (title, organisers, duration, pre/post ISVEE) placed on Symposium website
29 January 2024	Deadline for Workshop Organisers to decide if workshop will proceed based on finalised workshop fees
2 February 2024	Full details of final workshops advertised and available for booking on the Symposium website
9 September 2024	Final deadline to decide if each workshop will proceed based on attendance numbers.
4 November 2024	Deadline for participants to register for workshops if not advised earlier by Workshop Organisers

## Management Fees

### MANAGEMENT FEE

The cost associated with the management of the workshop (website promotion, participant registration, fee collection, securing rooms) is based on a set fee of AUD\$30.00 per person. Workshop organisers must account for this fee in their workshop costing. Please note there is a minimum non-refundable charge of AUD\$300.00 per workshop based on 10 attendees. Credit card confirmation for this fee will be required at workshop confirmation in January 2024. Management fees will be deducted prior to disbursement of workshop fees following the Symposium.

# Workshop Organisation

## General Information

<b>FUNDING</b>	ISVEE17 will not provide funding for workshops. Revenue collected from participant fees will be forwarded to the Workshop Organisers (or nominee) following the deduction of fees associated with the workshop, such as catering, room bookings, and management fee.
<b>WORKSHOP REGISTRATION</b>	Details of your workshop proposal will be included on the ISVEE17 website. Any participants wishing to register for workshops can do so during the standard Symposium registration process once workshops are finalised. They can also amend their original registration details at a later date to include any workshops. All workshop registrants need to be ISVEE17 attendees.
<b>FEE COLLECTION</b>	Fees to attend the workshop will be collected by Arinex, the ISVEE17 Professional Conference Organiser.
<b>SURPLUS DISTRIBUTION</b>	Any surplus from the workshops will be distributed to the Workshop Organisers (or nominee) following the Symposium. The Workshop Organisers are responsible for nominating an organisation or individual to receive the workshop profits.
<b>VENUES</b>	Workshops will be held in Sydney at a venue within walking distance (approximately 15 minutes) from the main Symposium venue, the International Conference Centre Sydney, Darling Harbour. The ISVEE17 Workshops Committee and Arinex will organise a suitable room for your workshop.
<b>DEADLINES &amp; CANCELLATION</b>	All workshop proposals must be received and approved by the ISVEE17 Workshops Committee. A decision on whether the workshop will proceed based on attendance numbers must be communicated to the ISVEE 17 Workshop Committee by 9 September 2024. This will enable both Workshop Organisers and workshop participants to finalise travel arrangements. Once a workshop is confirmed, the registration will remain open until the workshop is full or until advised by the Workshop Organisers. The Workshop Organisers bears all costs and risk of the workshop not proceeding.
<b>AUTHORITY TO APPROVE</b>	The ISVEE17 Organising Committee reserves the right to not proceed with a workshop proposal. Workshop organisers must also obtain internal approval from their organisation/s.

# Workshop Organisation

## Venue Selection and dates

Two venues options are provided – Novotel Sydney Central and the University of Technology Sydney. Both venues are within 15-minutes’ walk from the International Conference Centre Sydney, Darling Harbour. Prices for both venues are detailed below.

Whilst we hope to be able to provide the university option, booking for this venue does not open until December, so availability cannot be guaranteed currently. Therefore, workshop organisers must state in their proposal if their workshop can go ahead if only the hotel option is available. Minimum numbers of participants needed to run the workshop (university only, or both university and hotel if hotel is an option) need to be provided.

Pre-ISVEE workshops should finish on Sunday, 10 November, prior to the Welcome Event, and post-ISVEE workshops should start on Monday 18 November. Workshops can be 1–5 days duration.

	Description	Cost
<b>University of Technology Sydney Collaborative Classrooms</b>	Flat classroom rooms with movable tables. All classrooms will have one control centre containing full AV facilities (Projector, PC, DVD player) as well as Laptop connectivity (HDMI, VGA). This venue is ideal for small groups of up to 30 people or workshops designed to encourage discussion among attendees.	Room hire \$450/day including AV. Additional \$50 (per workshop) Wi-Fi.
<b>University of Technology Sydney Lecture Theatres</b>	Tiered classroom style rooms All venues have lecterns containing full AV facilities (projector, PC, DVD player etc). This venue is ideal for workshops where the focus is on presentation of information to a large audience (Capacity of 95-150 people per theatre).	Theatre hire \$700/day including AV. Additional \$50 (per workshop) Wi-Fi.
<b>Novotel Sydney Central Assorted rooms</b>	Assorted rooms with capacity from 30 people up to 200 people pending setup requirements. Room setups can be based on theatre style, cabaret style or classroom style.	Venue hire \$1,000/day Basic AV from \$750/day



# Workshop Organisation

## Catering

**CATERING** Catering can be arranged by both providers. The food and beverage packages are summarised below. Please note these prices are estimates based on current pricing, final costings will be provided once workshops are confirmed.

### University of Technology Sydney:

	Description	Cost*
<b>Morning Tea</b>	Freshly brewed coffee and a selection of teas served with a selection of pastries/scrolls/muffins	A\$15.00 per delegate
<b>Lunch</b>	Variety of sandwiches served on sourdough bread, wraps and Turkish bread served with fresh seasonal fruit platter, chilled water & orange juice	A\$25.00 per delegate
<b>Afternoon Tea</b>	Freshly brewed coffee and a selection of teas served with a selection of pastries/scrolls/muffins	A\$15.00 per delegate

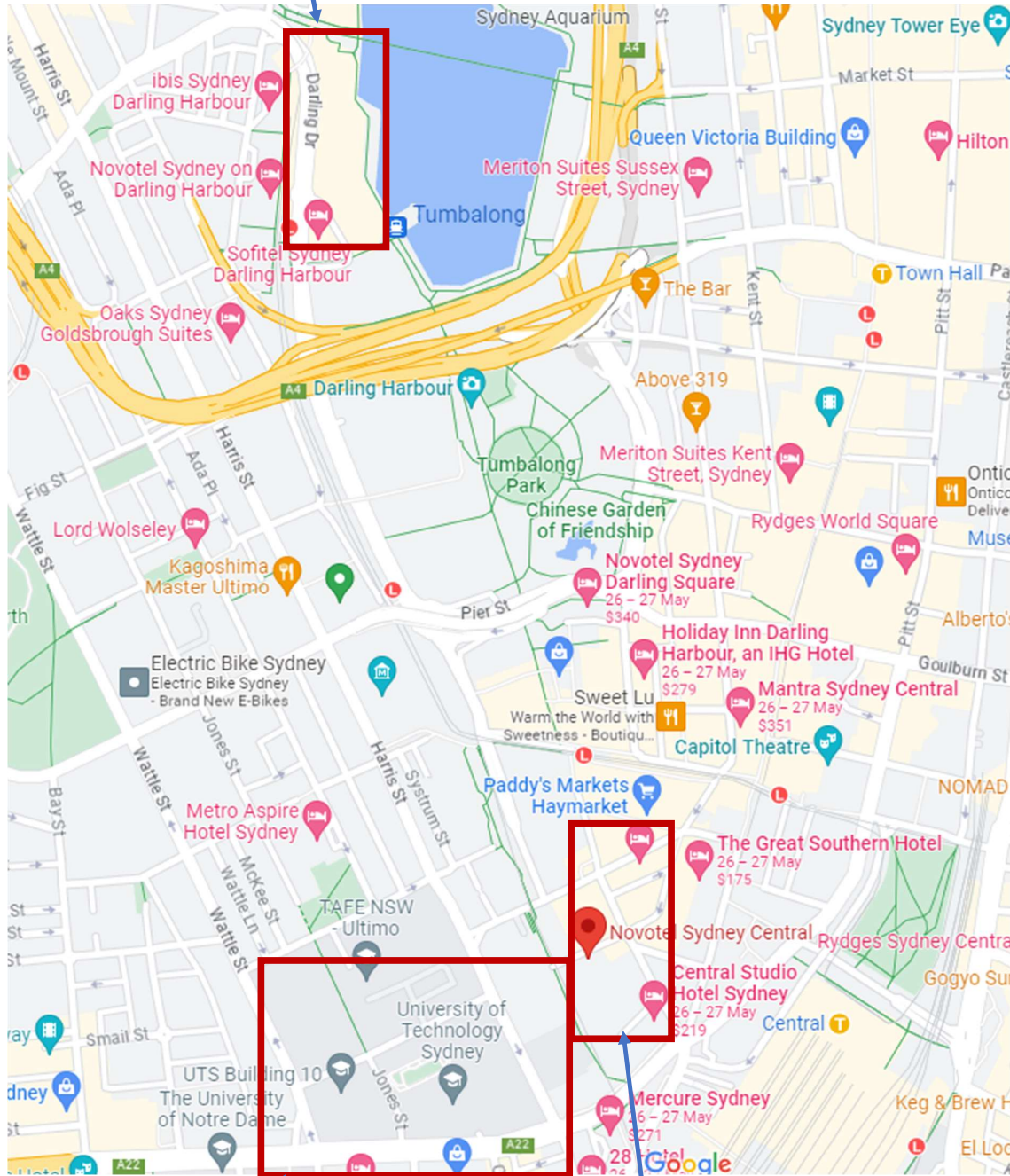
### Novotel Sydney Central:

	Description	Cost*
<b>Full Day Delegate Package</b>	includes the following: Arrival Tea/Coffee Morning Tea/Coffee with Chefs Selection Buffet Lunch Served in Thomas Street Kitchen Afternoon Tea/Coffee with Chefs Selection	A\$85.00 per delegate

\* Costs are accurate at the time of publication. Final costs will be confirmed with workshop organisers in January 2024.

# Workshop Organisation Sydney Map

International Convention Centre  
Sydney



University of  
Technology  
Sydney (UTS)

Novotel Sydney  
Central



# Workshop Organisation Guidelines for Workshop Organisers

## *General Terms:*

the “ISVEE17 Workshop Committee”: part of ISVEE17 Organising Committee

“Arinex”: Professional Conference Organiser

the “Symposium”: ISVEE17

the “Website”: <https://isvee17.com.au/>

## General Information

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1. The Workshop Organisers must submit details of the proposed workshop via the submission portal by 14 August 2023.
2. The ISVEE17 Workshop Committee reserves the right to not approve a workshop proposal.
3. The ISVEE17 Workshop Committee will notify the Workshop Organisers of the decision made by the Organising Committee no later than 22 March 2023.
4. The ISVEE17 Workshop Committee will not provide any funding to the Workshop Organisers.
5. The Workshop Organisers may select either venue for their workshop subject to approval by the ISVEE17 Workshop Committee.
6. Workshop registration will be available on the Symposium website by 2 February 2024.
7. The Workshop Organisers will receive email updates on the number of workshop participants registered for their workshop/s. These updates will be provided on specific dates which will be advised at the time their workshop is approved by the ISVEE17 Workshop Committee.

# Workshop Organisation

## Guidelines for Workshop Organisers

### Workshop Organisation Fees

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8. Arinex will coordinate the website promotion, workshop registration and fee collection processes. A management fee of AUD\$30.00 per registered workshop attendee will apply for this service a minimum charge of \$300.00 applies to each workshop. An initial non-refundable setup fee of \$300.00 applies for all workshops and will be taken off this management fee total. Credit card confirmation for this fee will be required at workshop confirmation in January 2024. Management fees will be deducted prior to disbursement of workshop fees following the Symposium.

### Workshop Cancellations

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9. A final decision on whether a workshop will proceed must be made by the ISVEE17 Workshop Committee and communicated to the Workshop Organisers in writing by 31 January 2024.
10. If the workshop is cancelled by the Workshop Organisers prior to 9 September 2024 for any reason, including lack of participants the management fee will not apply excluding the non-refundable setup fee of \$300.00.

### Profit Distribution

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11. The surplus from the workshop will be distributed to the account nominated by the Workshop Organisers within twelve (12) weeks of the conclusion of the Symposium. Note GST is applicable to all workshops.

### Marketing

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12. Arinex will assist in marketing your workshop through the Symposium marketing channels, however it is recommended that you undertake your own marketing activities in order to ensure your workshop is a success.

# Workshop Organisation

## Guidelines for Workshop Organisers

### Participants Information

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13. All workshop participants must register for the workshop through the Symposium website and must be registered delegates of the Symposium.
14. In the event that a participant who has registered through the Symposium website is unable to attend a workshop, they may nominate another person to attend in their place, provided that the Workshop Organisers is informed of the identity of any such attendee no less than one week prior to the relevant workshop date and that the ISVEE17 Workshop Committee approves the replacement person. The nominated replacement must also be a registered delegate of the Symposium.
15. In the event of a participant cancellation, the following fees will apply:

Before 11 October 2024	50% refund of workshop fee
After 12 October 2024	No refund

All refunds will be distributed within eight (8) weeks of the conclusion of the Symposium.

16. In the event a workshop does not proceed due to a lack of numbers, a full refund of the workshop fees (excluding the set-up fees) will be forwarded to the participants within eight (8) weeks of the conclusion of the Symposium.
17. Registration fees do not include insurance of any kind. It is strongly recommended that at the time of registration and travel booking an insurance policy of your choice is arranged. The policy should include loss of fees/deposit through cancellation of your participation in the Symposium or workshop, or through cancellation of the Symposium, loss of international/domestic air fares through cancellation for any reason, loss of tour monies through cancellation for any reason including airline or related services strikes within Australia, failure to utilise tours or pre-booked arrangements due to airline delay, Force Majeure or any other reason, medical expenses (including sickness and accident cover), loss or damage to personal property, additional expenses and repatriation should travel arrangements have to be altered. The ISVEE17 Workshop Committee cannot take any responsibility for any participant failing to arrange their own insurance. Insurance should be purchased in your country of origin.
18. The ISVEE17 Workshop Committee cannot guarantee and does not promise any specific results from attendance at any workshop.