

## **Policies and Procedures of the International Veterinary Radiology Association**

**The Articles correspond to the Articles in the Constitution**

### **Article 1. Name: IVRA**

#### **Internal Revenue Code §501(c)(3) Exemption**

Under this code the following applies:

- The International Veterinary Radiology Association ("Association", IVRA) is a non-profit organisation, registered according to its Constitution under the Internal Revenue Code of the USA
- The IVRA does not pursue commercial interests and is organised purely for educational and research purposes
- The finances of the Association may only be spent in accordance with the Constitution. Members or Officers shall receive no payment from the funds of the association, with the exception of:
  - Reimbursement of expenses made as an official representative of the Association
  - To disburse scholarships and travel grants as awarded to member(s) of the Association by Committees directed to do this as in Appendix 1
- The language of the Constitution, Policies and Procedures, Business Meetings and correspondence shall be English.

### **Article 2. Purpose**

The purpose of the Association is to:

- Encourage and promote all forms of scientific endeavor and research involving veterinary radiology and other diagnostic imaging modalities
- Disperse knowledge of veterinary radiology throughout the world
- Encourage training in veterinary radiology and other diagnostic imaging modalities

- Encourage presentation of scientific papers on the results of research in radiology and other diagnostic imaging modalities

## **Article 3. Membership**

### **3.1 General membership**

(a) Veterinary member:

At the time of the approval of this document, members of the following associated organisations are automatically members of the Association:

- American College of Veterinary Radiology
- Australasian Association of Veterinary Diagnostic Imaging
- Brazilian Veterinary Radiology Association
- European Association of Veterinary Diagnostic Imaging
- European College of Veterinary Diagnostic Imaging
- Japanese Society of Veterinary Imaging
- Korean Society of Veterinary Medical Imaging.

Application for individual membership may be made either by:

- writing to the Treasurer of the Association or
- by recommendation by a Director of the Association.

(b) Associate member:

An associate member shall be a person who is interested in veterinary medicine and who contributes or contributed in some manner to the field of radiology, and following recommendation by the IVRA Board is elected to the position of associate membership by a majority of the voting Board members.

(c) Honorary member:

Any member of the Association may nominate a candidate for honorary membership. The nomination, submitted to the Secretary, shall be accompanied by a document describing the merits of the nominee and reasons for the nomination. If approved by the Board, the nominee's credentials shall be presented at the Association General Business Meeting. Election is by a majority vote at this meeting.

(d) Student members:

Student members shall enjoy all the benefits of ordinary membership but are not entitled to vote at the Association General Business Meeting or to serve as an officer of the Association.

(e) Associated organisations:

A national or regional organisation (associated organisation) which has similar purposes as the IVRA may become formally associated with the IVRA by written agreement of both organisations. The agreement shall confer on members of the associated organisation automatic membership of the IVRA. The agreement shall state that the associated organisation is responsible for collecting the IVRA dues and paying them to the IVRA in a timely manner following the request of the Treasurer for payment.

### **3.2 General procedures for IVRA membership**

- (a) Veterinary members may join the IVRA individually, or by agreement between the IVRA and a national or regional organisation (associated organisation) which has similar purposes as the IVRA, whereby all members of this organisation become members.
- (b) Application for membership may be made by electronic application to the Treasurer of the Association or by recommendation by a Director of the Association or any national or regional veterinary radiology society. All applications for membership shall be subject to review with or without cause for any refusal, by a majority vote of the IVRA Board at the Board Meeting. The proposed new members will be presented for approval and vote to the general membership at the Association General Business Meeting.
- (c) Upon a majority vote of the IVRA Board, a member may be disciplined or removed as a member for any cause at the sole discretion of the IVRA Board. A member so disciplined or removed shall have the right of appeal to a Committee appointed by the IVRA President.
- (d) Each member of the IVRA Board shall have the right to cast one (1) vote for election of a member to each office and each

directorship of the Association. The vote may be cast at the Board Meeting of the Association in person or by a written proxy given to another member of the IVRA Board or the IVRA secretary.

## **Article 4. Meetings**

### ***4. 1 IVRA Scientific Conference***

The Association shall organize a Scientific Conference open to all members and non-members, normally to be held every three (3) years. The organisation of the Conference shall follow the procedures in Appendix 2 IVRA Conference Guidelines.

The Conference shall incorporate the triennial Board Meeting and General Business Meeting of the Association, a scientific program and social program.

Applications to host the Conference shall be solicited by the Executive Committee no less than one (1) year before the meeting at which the application is to be presented.

If more than one (1) application is presented, the choice shall be based on quality of preparation and presentation of the application, the planned budget, and the location, considering the previous scientific meetings and the geographic location for promoting the aims of the IVRA throughout the world.

If no applications are received, the Executive Committee will seek an agreement with one of the associated organisations to arrange a jointly supported scientific conference.

The finances of the Scientific Conference shall be independent of the Association. The Association is not liable for any debts arising from the Scientific Conference.

The Treasurer shall provide the Conference organisers with US\$5000 loan as startup funds if requested.

#### **4.2. Association General Business Meeting**

The Association General Business Meeting is the principal legislative forum of the Association and its proper business shall be:

- The formal approval of the minutes of the previous Association General Business Meeting
- The election of Officers and Directors
- Establishment of committees as needed to support the purposes of the Association
- The election of new members
- The formal approval of the business conducted by the Board during the term between the scientific meetings including the President's report, the Secretary's report and the Treasurer's report
- The formal approval of the reports of business conducted by committees
- To take action on business presented by the Board, by members, or as required by the Constitution
- Establishing membership dues for the forthcoming triennial period
- Consideration of disciplinary action to any members
- Confirmation of the date and place of the next Scientific Conference
- Discussion of any other business.

The General Business Meeting of the Association membership shall take place in conjunction with the Scientific Conference as part of its program. Its scheduling is described in Appendix 1.

Student members may attend the Association General Business Meeting but must inform the Secretary beforehand so that he/she is aware there are students in the room. Student members may not vote and may be asked to vacate the room while voting takes place.

The Agenda for the Association General Business Meeting shall be distributed by the Secretary to the IVRA Board 30 days before the date of the IVRA Board Meeting, and posted on electronic media or a notice board for perusal

by the members of the Association registered to attend the Scientific Conference. Changes to the Agenda may be made at the IVRA Board Meeting and notified at the beginning of the Association General Business Meeting.

Each ordinary member of the Association has the right to vote in person during the Association General Business Meeting. Each such member has one (1) vote.

All decisions requiring a vote during the Association General Business Meeting shall be determined by an absolute majority of votes.

A quorum of thirty-five (35) members, present in person or by electronic means, shall be required for the Association to conduct business at the General Business Meeting.

In the absence of a quorum, the Executive Committee, the Board and the Committees shall continue to function until the Executive Committee can arrange another Association General Business Meeting.

#### ***4. 3 IVRA Board meeting***

**See Article 5**

### **Article 5. IVRA Directors and Board**

#### ***5.1 The IVRA Board consists of the Officers (5) and Directors (20)***

The Board shall meet at the Scientific Conference before the Association General Business Meeting to review the Agenda of the business meeting. Additional items after the Secretary has distributed the agenda shall be placed in the agenda under the item- Any other business.

The President is the Chairperson of all Board meetings. In the absence of the President, the Vice President shall act as Chairperson. If the Vice President is

also unavailable, then either the Secretary or the Treasurer shall act as the Chairperson. The IVRA Board shall consist of no less than six (6) and no more than twenty-five (25) members. (i.e. Officers AND Directors). The Officers are the President, Vice President, Secretary, Treasurer and immediate Past President.

A quorum for a meeting of the Board shall be three (3) Officers and four (4) Directors to conduct any business. Any action by the Board shall be by a majority of the members present.

In the absence of a quorum, the Executive Committee, the Board and the Committees shall continue to function until the Executive Committee can arrange another Board Meeting.

All members of the Board are expected to have an email address and be prepared to conduct Association business using the internet. The Board will conduct business by electronic means (conference call, Skype, or e-mail), if agreed by a majority of the Directors.

Special meetings of the Board conducted by internet communication such as Skype or a physical meeting such as at a scientific conference of an associated organisation, may be called by any three (3) members of the Board, giving thirty (30) days notice to the Board. The request and purpose of this meeting shall be sent to the Secretary at least thirty (30) days before the date of the meeting. The rule of a quorum shall apply. The Secretary shall keep minutes of all special meetings.

The IVRA Board shall have the responsibility for recommending to the membership succeeding Officers and Directors to the IVRA Board. In addition, other Directors may be nominated (in writing to the secretary thirty (30) days in advance of the general meeting) to fill the elected positions by other members of the Association.

The officers shall be elected by a majority vote at the Association General Business Meeting and shall serve until the end of the next meeting (i.e. normally three (3) years). In the event of an early retirement of an officer other than the President for any reason, the Board may appoint a replacement until the next Association General Business Meeting. If the President retires, or is unable to perform the duties of office, the Vice President shall normally assume the duties of President. If the Vice President is unable to do this, the Board shall appoint an interim President until the next Association General Business Meeting. The new directors will take over their duties on 1 January of the year following the association general business meeting.

Any member of the Board may bring up matters concerning the Association for discussion by the Board during the interim period. Any member of the Association may bring up matters of interest to the Director of the geographic area in which the member lives, and the Director shall if necessary, translate the message and send it to the Board for consideration.

### **5.2 The IVRA Executive Committee**

The Executive Committee consists of the Officers of the IVRA board. Their term of office extends for three (3) calendar years. Thus in the year of the triennial meeting the officers will complete all administration relating to the meeting by December of that year and the new officers take over duties on 1 January of the following year. The committee is responsible for preparing the agenda for business meetings, and overseeing the work of the Committees. The Executive Committee shall submit proposals for discussion to the Board. Members of the Board may submit items for discussion, including agenda items for Board meetings, to the Executive Committee.

- (a) The Executive Committee of the Association shall consider all business and policies of the Association and make recommendations to the Board.
- (b) The Executive Committee shall have the power to establish *ad hoc* committees for special purposes. If these committees are to continue to serve in the period after the next Association General Business Meeting,

approval to do so must be gained from the members at the Association General Business Meeting.

- (c) The Executive Committee shall consider and act upon charges against members of the Association for alleged offences against the constitution or charges of unprofessional conduct and shall have the authority to recommend to the Board expulsion of a member for grievous offences.
- (d) All members of the Executive Committee are expected to have an e-mail address and be prepared to conduct Association business by electronic means (conference call, Skype, or e-mail), if agreed by a majority of the Committee. The Secretary shall keep minutes of these meetings.
- (e) The Executive Committee shall arrange an Association General Business Meeting for the membership in conjunction with the Scientific Conference.

### ***3. Duties of the IVRA Board***

- (a) The Board may act only by a majority vote of the members present at the Association General Business Meeting. The membership may delegate to the Board decisions that may be made in the interim period (= between meetings) by a vote at the Association General Business Meeting.
- (b) All decisions regarding governance of the Association shall be made at this Association General Business Meeting following presentation to the membership for a vote.
- (c) The Board shall review all recommendations of Committees, discuss them with their deliberations, and make recommendations to the members at the Association General Business Meeting
- (d) The Board shall have the responsibility for recommending to the membership succeeding Officers and members to the Board of Directors. In addition, other members may be nominated by members of the Association to fill the elected positions.
- (e) The Board may appoint other members of the Association to serve on committees.

- (f) The Board shall have the power to replace members of committees as required to keep them functioning during the interim period. The decisions shall be reviewed at the Association General Business Meeting.

## **Article 6. Amendments**

### **6.1 Constitution amendments - refer to the Constitution**

### **6.2 Policies and Procedures amendments**

These shall be submitted to the Secretary at least three (3) months before the next IVRA Board Meeting for their consideration and possible advisory or recommendation to the full membership at the next Association General Business Meeting.

## **Article 7. Directors**

### **7.1 Duties of the President**

- The President shall preside at IVRA Board Meetings and the Association General Business Meeting of the membership, preserve order, regulate discussions, announce results of elections and perform all other duties legitimately appertaining to the office.
- The President shall be chairperson of the Executive Committee and shall be a member *ex officio* of all committees.
- The President shall hold office for a maximum of three (3) years.
- The President shall seek nominations for the Kealy Award during his or her third year of office.
- The President with the secretary shall review the finances of the organization three (3) months prior to the triennial meeting.
- The President shall ensure that any sponsorship agreements of IVRA programs are reviewed after the triennial meeting, endeavour to renew the sponsorships and ensure that all contractual obligations are fulfilled by both parties.
- The President shall be responsible for nominating a temporary secretary or treasurer in the event of indisposition of one of these officers. If the President is unable to be present at a particular meeting of the Association, the Vice President or failing that, the Secretary or the Treasurer shall act as Chairperson.

### **7.2 Duties of the Secretary**

The Secretary shall hold office for a term of three (3) years but may be re-elected for consecutive terms.

- The Secretary shall attend to, receive and answer the general correspondence of the Association (except membership queries which should be directed to the Treasurer).
- Administer the day-to-day activities of the Association.
- Create the order of business for all meetings.
- Notify the membership of all Association General Business Meetings.
- Record, transcribe and distribute minutes of all General Business Meetings of the Association and the meetings of the Board and Executive Committee.
- Keep minutes of all meetings as both paper copies and digital documents which shall be the property of the Association and accessible to members. After each Scientific Conference, the documents of this Conference and the preceding interim period shall be sent to the Archivist.
- Verify and provide copies of the minutes of all IVRA Board business to the Board.
- Verify and provide copies of the minutes of the previous Association General Business Meeting to the membership at the triennial Association General Business Meeting.
- Prior to the commencement of meeting, the Secretary shall prepare and distribute an agenda for the meeting.
- Keep a record of the e-mail and postal addresses of all Board members.
- Endeavor to keep the membership informed of all Association activities.
- Communicate with persons and organisations as required by the Association.
- Maintain membership data of the Association based on membership information provided by the associated organisations and also the attendance at the previous Scientific Conference.
- Present a report to the IVRA Board Meeting and Association General Business Meeting of the activities of the Secretary during the period between meetings.

- Serve on the Executive Committee, and Board.
- The Secretary with the President shall review the finances of the organization three (3) months prior to the triennial meeting.
- Perform any other duties of a secretary that may arise.

The Secretary may delegate these duties; for example, a recording secretary may keep minutes of meetings in which the Secretary is actively participating.

The immediate Past Secretary, if he/she so chooses, may be invited by the IVRA Officers to serve on the Executive Committee in an advisory capacity for a three (3) year period.

### ***7.3 Duties of the Treasurer***

The Treasurer shall be a member of the Association who, unless excused by a majority vote of the IVRA Board, is a resident of the United States during her/his term in office. The Treasurer shall hold office for a term of three (3) years but may be re-elected for consecutive terms. The financial year of the IVRA is from January 1st to December 31st.

The Treasurer shall:

- Maintain the funds of the Association in insured institutions in the United States. The Board may terminate the appointment at any time
- Arrange for a second person to act as an account signatory within the jurisdiction of the bank accounts
- Shall attend to, receive and answer the correspondence of the Association concerning membership queries
- Maintain clear, accurate and accessible financial records in an approved accounting manner, recording items of income, expenditure, current balance, assets, liabilities and net capital worth
- Make a report of the activities of the office at the IVRA Board Meeting and Association General Business Meeting
- Present the triennial report at the triennial IVRA Board Meeting and Association General Business Meeting and which includes:

- The records of activity of the two (2) accounts for the three (3) years up to 31st December of the year prior to the current meeting
- A projected budget for the Association for the next three (3) years (until the next meeting)
- The Treasurer together with the second signatory (secundus) will review the accounts annually and forward them to the secretary and the president. The accounts and financial statements will be submitted to the Secretary and the President in July before the triennial meeting for review
- Pay bills promptly
- Receive and handle inquiries and requests for membership from individuals. (See membership), (that is, persons who are not members of 'associated organisations' like ACVR or EAVDI). The Treasurer is listed as the membership contact on the IVRA website, and such enquiries are forwarded to the Treasurer by the webmaster
- Maintain a membership record of Association and individual members
- Collect dues promptly
- Request and collect dues payments from the IVRA's 'associated organisations' on an annual or triennial basis. These dues payments constitute the major source of income for the IVRA. A 'first dues notice' will be normally sent to these organisations by e-mail in April of the relevant year. If any of these 'first notices' is not acted upon, a 'second dues notice' is normally sent about two (2) months before the meeting (or at least four months before early registration ceases)
- Ensure sponsoring companies for the Educational Scholarships or other activities are up to date with their payments
- File an annual report of income with the IRS of the USA by the required deadline
- Arrange for a second person to have signature bank cards when required in the event of the inability of the Treasurer to access bank accounts. This person acts as a secundus when required
- Make payments involving in the Travel Fellowship and Educational Scholarship programs. The treasurer is an ex officio member of these two

(2) committees

- Coordinate or make the purchases of airfares for the Travel Fellows which may enable the IVRA to recover at least part of the ticket cost should the fellow not be able to attend
- Deal with individual membership payments
- Other duties as may be considered by the Board to be appropriate to the office.

The IVRA normally has two (2) bank accounts:

- An interest-earning (money market) savings account. The bulk of IVRA funds are kept in this account
- A checking account.

The bank sends the Treasurer regular statements for each of these accounts. The information from these statements is entered into a running electronic record (Excel or Word table).

#### **7.4 Duties of the Vice President**

The Vice President shall be an *ex officio* member of all committees

- Shall preside at meetings in the absence of the President.
- Shall normally succeed to the office of President when that office is vacated or the President is unable to serve.
- Shall chair the Bernstein Travel Fellowship and Educational Scholarship committees.
- Chairs the Conference Advisory Committee.
- Shall ensure that subcommittees are set up to administer the IVRA conference and the conference oral and poster awards.
- The Vice-President shall hold office for a maximum of three (3) years.

#### **7.5 Duties of the Past President**

- The Past President shall serve on the Executive Committee and Board for a period of three (3) years following completion of the term as president.

- He/She will act in an advisory capacity and will perform tasks as allocated to him/her by the President.

### ***7.6 Election of Directors***

Directors shall be elected by a majority vote of the IVRA members present at the triennial Association General Business Meeting and shall serve for a period of three years. The new directors will take over their duties on 1 January of the year following the Association General Business Meeting. In the event of an early retirement (between business meetings), a temporary Director may be appointed by the Officers until the next Association General Business Meeting. Directors shall hold office for three (3) years but may be re-elected for consecutive terms. Each member of the IVRA shall have the right to cast one (1) vote for election of an IVRA member to each office and directorship of the Association.

Nominations for vacancies shall be made by the executive committee of the IVRA Board for consideration by the Board, to represent a new country or geographical region as the need arises, to promote veterinary radiology in the country or region. The nomination is then presented to the membership at the Association General Business Meeting for a vote.

Additional nominations supported by at least five (5) active members in good standing may be made in writing to the Secretary of the Association not less than thirty (30) days prior to the commencement of the membership meeting.

New directors may be nominated by the Executive Committee for consideration by the Board, to represent a new country or geographical region as the need arises, to promote veterinary radiology in the country or region. The nomination is then presented to the membership at the Association General Business Meeting for a vote.

### ***7.7 Duties of the Directors***

- They shall assist the Officers in the performance of their duties, including serving on Committees.
- They shall represent the members in their region of responsibility.
- They shall promote veterinary radiology in the geographical area they represent.
- They shall attend and participate in the Board and Association Business Meetings at the IVRA conferences, as well as in the business of the Association in the period between meetings, using e-mail and other forms of internet communication as required by the Board. The director is thus expected to have a reasonable command of English and be able to communicate in writing in English.
- They must endeavor to attend every IVRA meeting and must attend at least every second meeting.
- Each director should endeavor to nominate a *secundus* who should be approved by the board. The *secundus*:
  - may be nominated as the director for that region on retirement of the director
  - can attend IVRA Board and Association meetings, if the director is unable to attend, with full voting rights
  - assists the IVRA executive if there is a break in communications with the director
  - contact details must be made available to the IVRA secretary.
- Should they be unable to attend an IVRA meeting they should attempt to have their *secundus* attend, and if not available, another IVRA member may be nominated to attend the meeting and would have voting right.
- They shall serve on committees or sub-committees if requested.
- Directors shall endeavour to bid to host a future IVRA congress in their country, either with their own core group of radiologists or in combination with a national/regional imaging association.
- The position of director holds no remuneration and attendance of the meeting is at his or her own expense. Incidental direct consumable expenses required for IVRA business may be recovered provided prior approval by the executive committee has been obtained.

- Should the director retire from his/her position, the *secundus* may be asked to take over the position and if not available, the director should endeavor to find a replacement.
- If a Director consistently does not participate in Association activities or does not attend two (2) successive general Board or Association Business Meetings (IVRA congress), or attend alternate Board or Association Business Meetings, the Secretary will send him/her an e-mail and a registered letter informing him/her that he/she will no longer be a Director unless a good reason is provided within four (4) weeks. If a satisfactory response is not received, the Board will consider the position vacant.

## **Article 8. Finances**

The Treasurer together with the second signatory (secundus) will review the accounts annually. The accounts and financial statements will be submitted to the Secretary and the President in July before the triennial meeting for review. These accounts will be presented to the directors and once approved presented to the general meeting at the triennial conference.

The signature of the treasurer (and when necessary, as an alternate signatory the secundus who is approved by the IVRA Board on the recommendation of the treasurer) shall be required to authorize any withdrawal of funds from the Association accounts.

Membership fees are paid by veterinary, associate and student members and all pay the same annual or triennial fee. Honorary members do not pay membership fees.

### **8.1 Dues**

The Treasurer shall review membership dues and any change put to the IVRA Board initially and if agreed subsequently put to the members at the Association General Business Meeting. An agreement with a national or regional veterinary organisation, which bestows on its members automatic membership of the Association, shall require this organisation to collect the Association dues and pass them on to the IVRA Treasurer. Where this cannot be reasonably collected, the Directors shall assume the responsibility for sending out statements and collecting the dues for the members in their region in the local currency and remitting them to the Treasurer at the time stated in the Policies and Procedures.

## **Article 9. Committees**

### **9.1 Scientific Conference committees (See Appendix 2)**

- IVRA Conference Advisory Committee (CAC)
- Scientific Program Committee (SPC)

- Local Organizing Committee (LOC) in conjunction with a Conference Planning Organisation (CPO)

### ***9.2 Bernstein Travel Fellowship Committee***

The Vice President of the IVRA as the committee chair, the convenor of the relevant Scientific Conference of the IVRA, and two (2) Directors of the IVRA (appointed by the Chairperson of the Committee). The President and Treasurer of the IVRA will be ex officio members of the Committee but will not be voting members (apart from appendix 1.1.4 (c) below) in the selection of the successful Fellow(s).

### ***9.3 IVRA Scientific Conference Presentation Awards***

#### ***9.3.1 Rhodes Presentation Awards for Best Oral and Poster Presentations at the Scientific Conference***

The selection committee is composed of the Vice President as chair and two (2) Directors. (See Appendix 1.2.1.1. Below). The awards are presented at the gala dinner.

#### ***9.3.2 Long Service and Meritorious Service certificates***

The President and Vice President, as a committee, may at their discretion present these at the Scientific Conference gala dinner for outstanding services to the IVRA.

#### ***9.3.3 J. Kevin Kealy Award Committee***

A Committee, composed of a maximum of five members of the Association, shall be appointed and chaired by the President of the Association. The award is presented at the gala dinner.

### ***9.4 Educational Scholarship Committee***

The selection committee is composed of the Vice President as chair plus at least two (2) other Directors and one (1) representative of each of the sponsorship organisations. The President and Treasurer of the IVRA will be

ex officio members of the Committee but will not be voting members (apart from appendix 1.3.2.1 below) in the selection of the successful Scholar(s).

### **9.5 Communications Committee**

This committee includes at least the Secretary, Archivist and Web Liaison officer. The committee is responsible for the website and works with the webmaster and web liaison officer. The Communications Committee shall endeavor to continuously improve and update the website as well as ensure that copies of official documents are placed on the Association website to be available to all members.

### **9.6 IVRA Archive**

The IVRA archives are maintained by an archivist who attends the IVRA Board Meeting and the IVRA General Business Meeting. He/she provides an update on the state of the archive and presents a budget for the following three (3) years. A *secundus* is also appointed.

The archive is currently located at Glebe, Sydney, Australia.

## APPENDICES

### ***APPENDIX 1        Awards and scholarships committees***

#### ***1.1 IVRA Bernstein Travel Fellowships***

##### ***1.1.1. Introduction***

The IVRA Bernstein Travel Fellowship program was established in 1988 and is named in honour of Dr Myron (Mike) Bernstein, an Honorary Member and former President of the IVRA. It is designed to assist veterinarians in attending and presenting a paper at a Scientific Conference of the Association. Veterinarians should have a special interest in veterinary radiology and be from countries where they have had little previous contact with others in veterinary radiology. It is reasoned that those awarded a Fellowship will take the knowledge gained from the IVRA Scientific Conference and use it to foster the development of veterinary radiology in their own country. The first fellowships were awarded in 1991 and permitted veterinarians from Egypt, India and Romania to attend the 9th Meeting of the Association in the Netherlands (a list of previous recipients of the Travel Fellowships is given on the IVRA web site).

##### ***1.1.2. Membership of the Selection Committee***

The Committee to select those to be awarded a Travel Fellowship will consist of the following members - the Vice President of the IVRA as the committee chair, the Convenor of the relevant Scientific Conference of the IVRA, and two (2) Directors of the IVRA (appointed by the Chairperson of the Committee). The President and Treasurer of the IVRA will be *ex officio* members of the Committee but will not be voting members (apart from Item 1.1.4 c of the Procedures below) in the selection of the successful Fellows.

##### ***1.1.3 Applications***

All applications and requests, for information for the awards to attend the next IVRA meeting, should be sent electronically to the Vice President using the e-mail address on the website meeting. The closing date will be indicated on the website.

Each applicant must complete the application form (downloaded from the IVRA website: **Bernstein Travel Fellowship Application Form - Download**) to provide the following information:

- (a) A brief curriculum vitae containing details of academic qualifications and a list of appointments and other merits,

- (b) A statement giving details as to how the award of a Bernstein Travel Fellowship would foster the development of veterinary radiology in their country,
- (c) Details of previous travel to conferences, courses or externships outside their own country,
- (d) Details of other financial assistance that could partially cover the costs of attending the IVRA Scientific Conference,
- (e) A statement indicating why this financial assistance is necessary including the gross salary/personal income for the last year
- (f) Extent of financial assistance being sought by the applicant from the IVRA – taking into consideration the costs of air fares, conference registration and accommodation, and a daily expenses allowance.
- (g) A scientific abstract giving details of the work performed by the applicant which is to be presented at the Scientific Conference. The abstract will conform to the guidelines prepared by the Scientific Program Committee and will be suitable for publication in the proceedings of the Scientific Conference.
- (h) A statement indicating that they have not previously attended an IVRA meeting either as a scientific delegate or as an accompanying person or family member of a previous recipient.

#### ***1.1.4. Procedures for Award of Bernstein Travel Fellowships***

- (a) The Chairperson of the Committee shall maintain a list of names and addresses of the Schools of Veterinary Medicine located in developing countries. It will be compiled from a number of sources, including the world-wide-web, the World Health Organisation, various embassies and personal contacts. The list will be modified from time to time as new information becomes available.
- (b) About a year before an IVRA Scientific Conference, an advertisement will be sent by the Chairperson to each of the listed Schools of Veterinary Medicine calling for applications for the Travel Fellowships.
- (c) A copy of each application and its accompanying abstract will be sent by the Chairperson to each member (except the ex officio members) of the Travel Fellowship Committee. Each member of the Committee will be asked to give each applicant a score of 0 to 10 for each of the following:
  - the merit of the application as judged by country of origin, previous opportunities to travel, and availability of other travel funds
  - the quality of the scientific abstract
  - a score out of twenty (20) will be given to each applicant. For each applicant, the scores obtained from the four (4) Committee members will be averaged and the applicants will then be ranked. Should two (2) or more applicants receive the same score, the President of the IVRA will be asked to provide additional deciding scores.

- (d) A maximum of one (1) successful applicant will be from a particular country.
- (e) The number and value of each Bernstein Travel Fellowship will be determined by the Committee in the light of the total funds approved by the IVRA. In past years the maximum value of a Travel Fellowship has been US \$5,000.00. Traditionally, the costs of the Travel Fellowships have been included in the budget for the Scientific Conference and met from its profits.
- (f) The Chairperson of the Committee will provide the Conference Convenor with the names of the acceptable applicants in their ranked order. The successful applicants will be notified by the Convenor of the Scientific Conference, who will also be responsible for all arrangements, including the allocation of funds, relating to the each Fellow's attendance at the Scientific Conference.

## ***1.2 IVRA Scientific Conference Presentation Awards***

### ***1.2.1 IVRA Rhodes Presentation Awards for Best Oral and Poster Presentations***

#### ***1.2.1.1. Guidelines for The IVRA Rhodes Awards for Best Oral and Poster Presentations made by a Junior Colleague at an IVRA Meeting***

The IVRA wishes to recognize the outstanding contributions made to the scientific program by its junior members (postgraduate student or resident in training or < 5 years post board specialisation or < 8 years DVM graduation). The awards are named in honor of Dr Harker Rhodes, Professor Emeritus of Radiology at the School of Veterinary Medicine at the University of Pennsylvania and the first Editor of Veterinary Radiology & Ultrasound. An award will be made for the best oral and poster presentations given by a trainee or junior colleague.

An award of US \$200 each for the best oral and poster presentations will be funded from monies held by the Treasurer of the IVRA.

The selection of the winners of the awards will be made by a Committee composed of the Vice-President and two (2) Directors. This Committee should be selected before the Conference from registered Directors and requires attendance at all scientific sessions.

The selection criteria for the winners will be based upon:

- (a) the quality of the scientific abstract accepted for publication (10 marks),
- (b) the quality of presentation, including the clarity and standard of the images (10 marks), and
- (c) the scientific merit of the work, including its originality and contribution to new knowledge (10 marks).
- (d) A score out of thirty (30) will be given by each Committee member for each candidate. For each candidate, the scores obtained from the three (3) Committee members will be averaged and the candidates will be ranked. Should two (2) or

more candidates receive the same score, the Vice President of the IVRA will be asked to provide an additional deciding score.

### ***1.2.2 Long Service and Meritorious Service certificates***

The President and Vice President, as a committee, may at their discretion present these at the Scientific Conference gala dinner for outstanding services to the IVRA.

### ***1.2.3 IVRA J. Kevin Kealy Award***

#### **Previous IVRA J. Kevin Kealy Award Recipients**

- 2006 - Dr. Donald E. Thrall
  - 2009 - Dr. Andrew K. W. Wood
  - 2012 - Dr. Sue Dyson
  - 2015 - Professor Johann Lang
  - 2018 - Professor Dan Feeney
- (a) The Award, established in 2003, is named in honour of Emeritus Professor J. Kevin Kealy, organiser of the first meeting of the IVRA, the first President, and an Honorary Member of the Association.
  - (b) At an IVRA triennial Scientific Conference, the Award will be presented to a member of the Association who has made substantial published scientific contributions to veterinary radiology.
  - (c) A Committee, composed of a maximum of five members of the Association, shall be appointed and chaired by the President of the Association. The Committee shall call for nominations for the Award.
  - (d) A candidate nominated for the Award shall be proposed and seconded by a member of the Association, and a copy of the candidate's curriculum vitae, together with any other requested information, shall be forwarded to the President of the Association.
  - (e) The Committee shall consider the nominations and shall make a recommendation to the Board of Directors of the Association, who will approve a single nomination for the Award.
- The Award shall be in the form of a testamur and a medal or plaque, not to exceed a value of US\$500.00.

## ***1.3 IVRA Educational Scholarships***

### ***1.3.1 Background***

The Educational Scholarship program was established in 2006, initially with funds received from the 2003 IVRA congress held at Midrand, South Africa and hosted by the University of Pretoria. The aim of the scholarship is to provide veterinarians who do not have access to specialty training in clinical veterinary diagnostic imaging at their own institution with the opportunity to study for a period of time in a clinical

veterinary radiology training program at a veterinary faculty, school or college. The IVRA expects that the knowledge and experience gained by the successful applicant will be applied at the Applicant's faculty and used to improve its standards of clinical veterinary radiology.

### ***1.3.2. IVRA Educational Scholarship Guidelines***

#### ***1.3.2.1 Introduction***

Currently two (2) Educational Scholarships, each with a value of up to US \$5,000.00, may be sponsored by companies and are available for the three (3) year period prior to the next IVRA meeting. Applicants must hold a degree in Veterinary Science, be a member of staff of a Veterinary Faculty and/or have a special interest in veterinary diagnostic imaging and/or teach the imaging course at their institution, but not have access to specialist training in clinical veterinary diagnostic imaging at their own faculty.

- The committee consists of the Vice President of the IVRA as the committee chair, and two (2) directors of the IVRA (appointed by the Chairperson of the Committee) and a representative of the relevant sponsorship organisations. The President and Treasurer of the IVRA will be *ex officio* members of the Committee but will not be voting members in the selection of the successful Scholars. Should two (2) or more applicants receive the same score, the President of the IVRA will be asked to provide additional deciding scores.

The closing date for applications is 31<sup>st</sup> October in the year preceding the next IVRA meeting and they should be sent to the IVRA email address listed on the website. Each Scholarship will fund all or part of travel and accommodation. The host institution where the education takes place may be in the applicant's own or another country. The costs of other expenses such as daily living expenses (including meals) and any fees the host institution or university may charge the trainee for the visit will not be reimbursed by the Scholarship. The training period must be begun by 30<sup>th</sup> June, prior to the IVRA meeting which will be held that same year.

#### **How to apply for an Educational Scholarship**

The candidate or the supervisor can instigate a scholarship agreement but the parties must have agreed on the program before applying.

All applications and requests for information for the scholarship should be sent electronically to the IVRA email address listed on the website and marked for the

attention of the Chairperson (Vice President) of the Awards Selection Committee, before the closing date.

- Each Applicant and the Supervisor must complete the application form (downloaded from the IVRA website; **IVRA Educational Scholarship Application Form - Download**) to provide the following information:
  - (a) Curriculum vitae of the Applicant and Supervisor, containing details of academic qualifications and a list of appointments and other merits,
  - (b) A statement giving details as to how the award of an Educational Scholarship would improve veterinary diagnostic imaging at their veterinary faculty,
  - (c) Details of the facilities and personnel of the host institution (where the education is to be done together with a signed statement by the supervisor on behalf of the institution where the training will take place),
  - (d) Costs of travel and accommodation to be paid by the Educational Scholarship,
  - (e) Details of the Educational Scholarship Program.Applications must be sent by e-mail to the chairperson, before the closing date. The chairperson shall notify the applicant that the form has been received.

### **Establishing an Educational Scholarship program**

An Educational Scholarship training programme for each applicant will be established according to the description in the Application form. The details of the aims or goals of the visit might be quite basic, for example: learn the radiologic signs and diagnostic principles for diagnosis of diseases of the abdomen or learn how to use correct settings on an ultrasound machine and scan techniques for different examinations of small animals, etc.

The Supervisor is the person at the host institution or faculty who is directly responsible for establishing the Program, and for ensuring that the programme is followed during the training period. The Supervisor will take into consideration the individual needs of the visitor (who is the Applicant for the Scholarship), and both the Supervisor and Applicant will certify by signing a statement that the programme is accepted.

IVRA Directors, Officers and individual members are encouraged to actively promote the Educational Scholarship; such promotion could include: 1) informing potential candidates, potential Supervisors, and Deans of Faculties and Department Heads about the Educational Scholarships; 2) helping potential Supervisors find candidates

and potential candidates find Supervisors; 3) promoting the program through meeting presentations, notices in conference proceedings, and other means of direct advertisement.

### **IVRA Procedures for Consideration of Applications**

Following review of the applications, the Chairperson of the Awards Committee will make a proposal to the IVRA Directors and Office Bearers for an email vote as to whether the Scholarship(s) should be awarded. The result of the review will be announced on the IVRA website and by an email to the successful candidate(s) within two (2) months of the closing date for applications, that is, by 31<sup>st</sup> December. The Scholarship will be paid to the Supervisor by arrangement with the Treasurer of the IVRA. The Supervisor will pay the expenses for the scholarship holder.

## **APPENDIX 2**

### **IVRA Conference Guidelines for Organisers**

These guidelines have been developed as an aid to organisers of the triennial International Veterinary Radiology Association (IVRA) Scientific Conference, commencing with the 2015 Conference. The purpose of these guidelines is to facilitate the conference with a standard set-up for the committees and protocols for organizing the practical details of the conference. By following these guidelines, organizers will create a conference with scientific and social programs of a high standard.

The chair of the local organizing committee will be requested to sign a copy of these guidelines at the time they agree to organize the conference to ensure consistency is maintained.

Three (3) committees working closely together are responsible for organizing the IVRA conference - their composition and roles are defined on the following pages:

- IVRA Conference Advisory Committee (CAC)
- Local Organizing Committee (LOC) in conjunction with a Conference Planning Organisation (CPO)
- Scientific Program Committee (SPC)

### **IVRA Conference Advisory Committee (CAC)**

- i. A permanent committee, the purpose of which is to ensure continuity and consistency between conferences by providing a permanent and experienced point of liaison for the local and scientific program committees.
- ii. The Committee is composed of the vice president of the IVRA who also chairs the committee, the current IVRA president and the convener of the last IVRA Scientific Conference.
- iii. The responsibilities of the committee are:
  - (a) To develop, maintain and update these conference guidelines, and ensure they are adhered to by the local event organizers during the planning of an IVRA conference
  - (b) To approve the timing of upcoming IVRA conference to avoid clashes with European Veterinary Diagnostic Imaging (EVDI), American College of Veterinary Radiology (ACVR) and other major veterinary conferences
  - (c) To maintain the non-profit making but self-funding status of the conference
  - (d) To ensure that affordable education remains the primary aim of the conference
  - (e) To ensure the scientific and social programs are maintained at a high

standard

- (f) To provide the updated guidelines to be included in the call for bids for future conferences (in the year prior to the bids being presented at the conference)
- (g) To develop, maintain and update guidelines for abstract submission – *Appendix A*
- (h) To develop, maintain and update a list of sponsors and potential sponsors by following up on existing and previous sponsors, and canvassing new sponsors with the assistance of IVRA Directors and members – *Appendix B*
- (i) To develop, maintain and update joint conferences guidelines for IVRA conferences held in conjunction with another major veterinary radiological society (e.g. EVDI, ACVR) – *Appendix C*.

### **Local Organizing Committee (LOC)**

- i. This committee has a three (3) to four (4) year tenure, the purpose of which is to plan and bid for the conference, to execute the practical organisation of the conference in conjunction with a local conference planning organisation (CPO) and to provide a detailed post conference report to the CAC with suggestions for further conferences.
- ii. The committee is chaired by the Conference Convener, a CPO representative and additional four (4) to six (6) persons chosen by the chair, including representation from the local host organisation if applicable. An excellent standard of English is required for at least some members of the Committee. Appointed positions may include Treasurer, social coordinator (tours, evening entertainment, spouse program, etc.), sponsors and exhibitors coordinator (in liaison with CPO), and a public relations officer (PRO) who is responsible for advertising and website management. This committee should meet every three (3) months, and more often in the last six (6) months.
- iii. The responsibilities of the committee are:
  - (a) Practical conference organisation - this will be handled by a CPO (selected by the LOC) that produces and maintains a website, organizes venue specifics including audiovisual requirements, hotel reservations, registrations, collects abstracts and makes them available to the scientific committee, organizes accompanying persons programs, social programs, pre and post conference tour options, manages conference accounts etc. Consideration should be given to ensuring the delegates enjoy a local flavor. The CPO also negotiates contracts of sponsors in liaison with the chairperson, who is usually a senior member of the profession in the host country and has good contacts with local medical equipment suppliers, and should thus initiate the sponsorship requests

- (b) Date - set a date early, in accordance with the guidelines and with the advice of the CAC to avoid clashes with the ACVR and EVDI conferences & examinations, university commitments and other major conferences. The date must be approved by the IVRA Conference Advisory Committee at least two (2) years in advance
- (c) Venue - identify a suitable venue (consider facilities to cater for the expected numbers with regard to accommodation, catering and social events, for the scientific speeches/presentations and facilities, and ease of travel). The IVRA conference accommodation choice traditionally has been at the conference venue to ensure collegiality, so that people can mix and intermingle throughout the conference. A nearby range of accommodation e.g. budget accommodation for residents, family friendly, is a good idea. Be aware of special needs (disabled access, special diets). Good proximity to an international airport is advised, and efficient connections should be available from the airport to the conference venue. If necessary shuttle buses should be provided to transport delegates to the conference venue prior to the conference starting. Consideration must be given to venue, accommodation and travel costs, as IVRA attracts delegates from developing countries that may have limited budgets
- (d) Conference accommodation - bulk discounts should be negotiated with the conference hotel for all delegates (if possible cheaper than what is available on the internet)
- (e) Length and format of the conference - 5+ days (usually Sunday evening to Friday/Saturday evening). The program must be approved by the IVRA Conference Advisory Committee prior to publication (at least six (6) months prior to the conference, ideally longer). A suggested guideline is: Sunday evening - arrivals and welcome cocktail event  
Monday - lectures all day and an organized evening meal with everyone  
Tuesday - half day (afternoon) trip including an evening meal  
Wednesday - all day lectures, free evening  
Thursday - all day trip, free evening  
Friday - all day lectures, closing gala dinner  
All meals and the closing dinner wines have traditionally been included in the registration.  
The closing dinner includes a sing along with all delegates participating and singing songs from their own countries – one (1) member of the LOC should be responsible for organizing and coordinating this. An active member of the IVRA may be invited to make the introductions
- (f) Budget and finances – the LOC creates a conference budget in

conjunction with the CPO. The conference MUST break even financially. The IVRA will not and IS NOT able to cover deficits. The conference must be self-financing for all organisational costs including speaker honoraria and run on a 'not for profit' basis – if a small profit is made it should be given to the IVRA to benefit the association and help fund travel and educational scholarships. The IVRA will issue advance seed funding (US\$5000) to help get the conference organisation off the ground but this advance must be returned

The basis of the IVRA conference is an all in one (1) cost - traditionally the delegate registration fee includes lectures, tea, coffee and refreshments, lecture notes, transport for trips, included meals etc. - the prime aim should be to keep the registration fee affordable for members. Insurance to cover unforeseen cancellation should be included in the budget.

A full set of budget accounts (provided by the CPO) should be provided for the IVRA Treasurer after the conference ends. A provisional conference report which includes finances and attendance is given to the IVRA executive during the conference. These documents should be made available for assistance and guidance of future conference planning

- (g) Website - organized by the CPO. The PRO of the LOC takes responsibility for website liaison. All conference details e.g. scientific and social programs, abstract submission process, audiovisual aids information, registration process, travel advice and Travel Fellowships should be posted and updated as necessary.

The conference website should be available as a link on the IVRA website as well as the ACVR, ECVDI, EAVDI, AAVDI and other national imaging websites

- (h) Registration fee - the conference is not designed to make a profit, so registration fees should be kept as low as possible, and especially to within the budget of residents for example. There should be a differential fee for IVRA members, which includes any current member of the subscribing affiliates - American College of Veterinary Radiology (ACVR), Australasian Association of Veterinary Diagnostic Imaging (AAVDI), Brazilian Veterinary Radiology Association (BVRA), European Association of Veterinary Diagnostic Imaging (EAVDI), Japanese Society of Veterinary Imaging (JSVI), and Korean Society of Veterinary Medical Imaging (KSVMI). If there is doubt as to a delegate's membership status the IVRA secretary should be consulted
- (i) There must be an early bird registration fee - the deadline must be after

the abstracts have been reviewed and authors notified of acceptance - then the fee increases to a standard fee.

Consider option of attending (and paying for) only one (1) day for local vets. Higher registration fees for non-members and for late registrations (last two (2) weeks before conference) should be listed in order to encourage people to register early.

A registration discount must be available for post-graduate students enrolled in official diagnostic imaging programs, interns and residents. Proof of registration in an official program by the Dean of Students (or University central administration for PhD students), intern program Director or resident program Director must be provided with the registration form. Fees for attending the resident (for applicable joint meetings) courses must be a separate item on the registration form.

The registration form should include: name of attendee, institution, IVRA member yes/no, special requirements (dietary, disabled access, etc.).

An attendance certificate must be given to each delegate (needed for CPD purposes in home country) for the conference as well as any other CPD event. The certificate should state the number of CPD hours attended

- (j) Sponsorship - a general list of potential sponsors (Appendix B) is to be maintained and updated regularly by the IVRA CAC by inviting all members to provide names and addresses of potential sponsors/companies with an interest in veterinary diagnostic imaging and allied disciplines.

Local organizers should provide a list of potential local sponsors.

The CPO is responsible for liaising, negotiating with and coordinating sponsors that have been identified and recruited by the LOC Chair and Committee.

Exhibitors should be encouraged to become platinum, gold and silver sponsors and appropriate packages should be developed for this. This worked very well at the Perth 2015 IVRA meeting

- (k) Exhibition - an exhibition is useful and often vital to offset costs. This has often proved slightly disappointing for local exhibitors, as many people are foreign and unlikely to purchase equipment from the host country, although a local or regional continuing education program by the host organisation may provide a 'carrot'. International exhibitors are preferable and many are now regular attendees. Teleradiology companies should be approached. Books often are too heavy for people to purchase

and carry in their luggage – options for international shipping may be available

(l) Space – room requirements include:

Plenary session hall – all keynote speakers and presentations are in a single lecture, there are no concurrent sessions scheduled. The plenary session hall should be able to accommodate the expected number of attendees (general guide 200 to 300 persons).

Exhibition space – for trade exhibitors (imaging equipment and supplies, books, possibly local goods etc.). Area required dependent on the number of exhibitors expected. The space should accommodate refreshment areas for morning and afternoon teas, so that delegates can visit the exhibition during breaks. Space should be adjacent to/close to the plenary session hall.

Speaker ready room – providing computers/internet access for speaker preparation. This may double as a digital imaging display room if a film reading session is part of the program.

Meetings - a room for up to eighteen (18) people with internet connection/power points must be reserved by the LOC for the IVRA Board of Directors meetings. These meetings generally occur during the lunch break, and lunch should be provided - costs are usually covered by the conference and should be taken into account.

The IVRA General Business Meeting is generally held in the plenary session room to encourage wide participation – time should be allocated in the scientific program for this purpose. The timing and venue of these meetings must be approved by the IVRA Conference Advisory Committee in advance.

(m) Social program - Welcome Reception first evening. Farewell Dinner last evening. If feasible, dinner on some other nights should also be included in the conference - if not this needs to be made clear to delegates when booking

(n) Accompanying persons program - may be organized by the LOC in conjunction with the CPO and should be offered at a reasonable price. As these must generally operate on a minimum number of bookings, there is a risk of cancellation. If the area local to the conference offers options for sightseeing and shopping, and has good transportation, the accompanying persons programs may not be essential. If feasible, offering childcare should be considered to allow working parents to benefit fully from the conference

(o) Travel agent - a website link should be provided to a travel agency for

delegate consideration and subscription to pre- and post-conference tours, again in conjunction with the CPO. The advantage is that vets go on a trip with people they tend to know/ have something in common with. Also generally rely on a minimum number of bookings, so if planned should be advertised well in advance of the meeting

- (p) Conference packs - include abstracts, delegate list, local information (e.g. a map, information on restaurants and sights), discount vouchers for local businesses and a small local gift (if possible). Having a hardcopy version of the proceedings during the lectures is very useful, so a printed proceeding book and an electronic copy (USB) of the proceedings should be added to the conference pack within a bag. This is also a good way to distribute sponsors literature. Conference 'apps' are now becoming available and provide an excellent mechanism for organizers and delegates to communicate and network, as well as provide access to digital proceedings etc.
- (q) IVRA conference awards - the IVRA recognizes outstanding contributions made to the scientific program by its junior members with awards for the best oral and poster presentations given by a trainee or junior colleague. Awards of US\$200 each are funded from monies held by the Treasurer of the IVRA. The selection of the winners of the awards will be made by a Committee composed of the Vice-President and two (2) Directors selected by the VP at least one (1) month prior to the conference – the Committee must attend all oral and poster presentations, and should have a chance to review the qualifying abstracts prior to the conference
- (r) After having successfully bid for the next IVRA conference, a six (6) monthly progress report must be submitted leading up to the conference and a final conference report submitted within six (6) months after the congress, to the CAC.

#### **Scientific Program Committee (SPC)**

- i. This committee has an eighteen (18) month tenure, the purpose of which is to organize the scientific content of the conference, including the scientific program.
- ii. The Committee shall be chosen by the LOC and shall include a chairperson with a good publishing record/scientific reputation preferably from the host country, and at least five (5) additional senior members of the profession who do not necessarily have to live in the host country. These members must be fluent in English which is the scientific language of the conference. Should the conference be presented together with another association (e.g. EVDI, ACVR)

the committee will have an equal number of members from each organisation, i.e. three (3) from each organisation. One (1) of the members, preferably from the host country, should be appointed as proceedings editor – this person should be responsible for ensuring all abstracts meet submission guidelines, but may enlist editing assistance from other members of the Committee as necessary.

iii. The chair of the Local Organizing Committee is a *de facto* member to act as liaison with the rest of the conference organisation.

iv. The responsibilities of the committee are:

(a) Scientific program - the scientific program must be geared to the specialty level and not to practitioner level. Abstracts in the large animal field should be concentrated on one (1) day with at least one (1) large animal keynote speaker.

The scientific program should include a poster session of 1-1.5 hours to allow an opportunity for each presenter to stand by their poster so delegates can question them in an informal manner – this can be accompanied by a tea/coffee break to save time on the program if necessary, however final organisation of the session is determined by the various committees once local logistics are assessed.

The IVRA GM is generally held in the plenary session room to encourage wide participation – a minimum of two (2) hours should be allocated in the scientific program for this purpose.

(b) Keynote speakers - selecting, inviting and coordinating keynote speakers who each give a 40-45 minute lecture. At least one (1) per day. Maximum one (1) per specialty (imaging modality and/or species). This should not exceed two (2) speakers from outside the field of veterinary radiology (for example other veterinary specialists, human radiologists, or physicists). Keynote speakers are not generally paid by the IVRA or by the conference organizers.

Non-IVRA speakers – are granted a free one-day conference registration, and travel and accommodation (for night before and night after presentation) expenses should be covered. An honorarium may be negotiated according to the specifics of the conference budget (may be zero) e.g. local medical expert if thought appropriate, but generally invited keynote speakers do not expect this. IVRA keynote speakers - a reduced conference registration fee may be considered but accommodation and travel expenses are not covered, and no honorarium is paid. Keynote speakers should be confirmed at least six (6) months prior to the meeting. Masterclass speakers can also be considered in the program – these speakers are chosen from the list of registered delegates who are already

committed to attending. No reimbursements or honoraria are provided. A two-page synopsis should be submitted for the proceedings, however these will not be published as part of congress abstracts in *Veterinary Radiology & Ultrasound*.

- (c) Chairpersons for the sessions – usually choose someone leading in that field who is not also speaking him/herself.

Oral and poster abstracts - ensuring that guidelines for submission of abstracts (advised by the CAC) are set out and published with the call for abstracts.

Abstracts must be submitted via the website as organized by the CPO. One (1) member of the committee is responsible for liaison with the CPO and the webmaster to arrange the set-up of the abstract submission system in good time in advance of the process. Include guidelines for eligibility for IVRA conference awards, and a check box to indicate if eligibility requirements are fulfilled.

There should be a fixed final date for submission of abstracts, at least four months prior to the conference - the submission deadline should be emailed to all IVRA members in advance and posted on the website. It is important that delegates that have submitted an abstract should know if their abstract is accepted before the deadline for early registration is reached - many presenters may only receive financial support from their institution to attend if their abstract is accepted.

It is essential that all abstracts have had their scientific experimental work accepted by a host country ethics committee. The abstract submission form must have a place for the presenter to state this and give the relevant committee name and approval number. Copies of this statement may be required when submitting the abstracts for publication in the congress proceedings and *Veterinary Radiology & Ultrasound*. The abstracts undergo peer review by the committee, after which they are rejected or accepted and allocated to conference sessions and the author/presenter is notified. The abstracts may be presented as an oral talk or a poster. Instructions regarding poster format (fixed size, length and number of words) and how the poster session is run should be communicated to presenters and included on the website.

As IVRA exists to promote diagnostic imaging in developing countries the SPC is encouraged to accept abstracts received from these regions. This may entail extra work to get the abstracts up to standard and may include abstracts that are novel for the country of origin but not for specialist radiologists. The committee ensures that all selected abstracts meet the guidelines (may require editing).

- (d) Ensuring all selected abstracts are presented at the conference - ensure all

people whose abstracts have been accepted register for the conference. Consider having a deadline by which all abstract presenters have to register (presenters should be able to register after they are aware if they are presenting). Remove abstracts of people who do not register from the program. No poster should be displayed unless one (1) of the authors is registered and is attending the conference. A secondary author of a poster may not present more than two (2) posters if the primary authors have not registered for the conference. This is to avoid multiple posters being presented by a single person from an institution

- (e) Conference abstracts (only presentations of attendees and those for posters) must be passed at the end of the conference to the Chair of the SPC, who must arrange the publication of these abstracts in *Veterinary Radiology & Ultrasound* (the cost of this is covered by the IVRA).
- (f) The local host organisation is encouraged to organize Continuing Professional Development (CPD) seminars for local practitioners; this is at their discretion, and is considered a tandem but separate event from the main conference. This may improve the profitability of the conference (e.g. may attract additional local delegates and local sponsors); part or all of the profits can be donated to offset or supplement the costs of the IVRA conference. Consider using the half and full day tour times for the local program, as the venue must be paid for regardless. Invite some of the attending diplomats to be speakers; they need to be remunerated. Primary responsibility for the CPD program would normally rest with the local host organisation representation on the SPC with the cooperation of the LOC and CPO. Other streams including wet labs, round table discussions, film readings, and workshops can be incorporated at the discretion of the LOC and SPC.
- (g) A film reading session must be organized. Well known international radiologists may be asked to assist and participate. The format will vary from conference to conference and may also be a light hearted (but scientifically correct) affair.
- (h) The chair of the SPC will liaise with and sit on the IVRA Vice President's Travel Scholarship Committee. Three (3) travel scholarships per conference are normally granted by IVRA, which pays for the travel costs. Ideally the LOC carries the registration costs of these scholars and that should be considered in the budget. Should the congress make a profit the air travel costs and accommodation will also be covered. The scholarship must be advertised on the conference website
- (i) Organize a 'speaker ready' room and technicians to ensure smooth running of uploading talks and oral presentations

These guidelines have been adapted and updated for the IVRA by Nola Lester and Robert Kirberger in 2016 from guidelines drawn up for EVDI by A. Caine, J. Saunders, N. Corzo-Menendez, M. Tassani Prell, M. Patsaikas and L. Gaschen in Spring 2012, as an amendment to the guidelines drawn up by R. Dennis, C. Erichsen, I. Gielen, F. Rossi and H. Van Bree in 2007.

Adopted at the IVRA board meeting October 14<sup>th</sup> 2018

## APPENDIX A

### IVRA SCIENTIFIC CONFERENCE ABSTRACT GUIDELINES

#### ABSTRACT SUBMISSION PROCESS

- Abstracts of original scientific research must be submitted according to the instructions on the website.
- The IVRA Scientific Conference abstracts follow the same format as that used by the American College of Veterinary Radiology and are written in the format used by *Veterinary Radiology & Ultrasound* journal for publication of conference abstracts (see current FORMATTING GUIDELINES in the journal ).
- Abstracts not submitted in the correct format may be returned to the author for correction before being considered for conference presentation.
- Abstracts submitted with incomplete or pending results will not be accepted.
- Single case report abstracts will not be accepted.
- All material presented at the conference will be published in *Veterinary Radiology & Ultrasound* and on the IVRA website and must adhere to high ethical standards concerning animal welfare - see IAVE animal use guidelines [www.veteditors.org/consensus-author-guidelines-on-animal-ethics-and-welfare-for-editors](http://www.veteditors.org/consensus-author-guidelines-on-animal-ethics-and-welfare-for-editors) . Animal studies not in compliance with institutional regulations for the ethical use of animals and with generally accepted guidelines governing such work will not be accepted – if reviewers have any concerns regarding ethics a copy of the ethics approval will be requested from the authors.
- Submission of an abstract implies author release for publication.
- There is no limit on the number of abstracts an author submits, however if a presenter is not the primary author, the presenter (as co-author) is limited to the presentation of two (2) oral and two (2) poster abstracts. If the presenting author is not the primary author this should be clearly stated during the submission process.
- All abstracts must be submitted via the online portal; the deadline for submission of abstracts will be listed on the website as well as any additional INSTRUCTIONS for the online submission process.
- During the submission process you may be asked to nominate a preferred ‘stream’, however this may be changed at the discretion of the program committee.
- Abstracts accepted as original scientific research will be selected for either an oral presentation or a poster. Authors who feel that their research is best presented as a poster must designate a preference of “Poster Only” when submitting the abstract. You may be requested to change your abstract type by the program committee.

- Authors will be notified of abstract acceptance which should allow adequate time for conference registration by the presenting author at the 'early bird' rate. Confirmation of registration must be received to ensure final acceptance and publication of the abstract.
- For oral presentations presenters will be notified of the time allocated for the talk/questions, which will be dependent of the number of abstracts accepted and program constraints.
- For PC-users, PowerPoint files will be required for the presentation and should be stored on either a PC-compatible formatted CD or a USB Drive. MAC users may use Keynote or PowerPoint and should be stored on MAC-compatible CD or USB drive. Laptops running Windows and MAC-OS and DVP projectors will be utilized for presentations. Due to time constraints personal computers will not be allowed to be used.
- For poster presentations the size will be stipulated by the organisers Your poster should be on display by the commencement of the conference, and you must be in attendance at the poster session.