



European College of Veterinary Public Health

CALL FOR RESIDENTS' WORKSHOP PROPOSALS - 2020

Dear Colleagues,

The European College of Veterinary Public Health (hereafter addressed as “the College”) has again allocated an annual budget for Residents to apply for funds to attend courses. This Residents fund should support Residents in fulfilling the training requirements of the College’s curriculum. The Council would now like to again invite our Residents and Diplomates to **submit workshop proposals for the Year 2020**.

Financial support will be dedicated to activities organized within the College, such as Resident training workshops, joint Resident projects or other activities that are specifically targeted to Residents. The organisation of these workshops lies within the responsibility of Residents and/or Diplomates.

Residents and/or Diplomates interested in organizing a Residents’ workshop are invited to submit a description of the workshop with detailed information **by 16. September 2019**.

Required information for the workshop proposal: (please complete the attached form)

- A concise title.
- The names and affiliations of the organizers.
- Details regarding the date, place and expected number of participants.
- A statement detailing how relevant this topic is to the Residents and how it relates to the ECVPH curriculum.
- A two-paragraph description of the workshop topic and themes.
- A short biography of the workshop organizers, including a description of their qualifications relative to the topic area.

The Council will decide within a specified time period after the request has been received whether a.) the activity will be supported and b.) the maximum amount available to reimburse participating Residents. If several workshop proposals are submitted, the Council may split the budget available for such support among the eligible proposals. Money that is not spent in one financial year can be used to support activities the following year.

The total annual budget for the Residents fund for the period October 2019 – September 2020 is **EUR 4.000,--**. By accepting this financial support, the organizers also agree to assist the College’s treasurer by

documenting a) the participating Residents that are “in good standing”¹ and therefore eligible for funding, and b) the costs incurred by each of these residents. **Costs eligible for reimbursement** include those for travel and accommodation. The reimbursement (see also [Bylaws on the refund of Residents](#)) is limited to a maximum of 100 EUR per day and 300 EUR per Resident in total. In case the costs of a workshop exceed the available resources, it is the workshop organizers’ responsibility to allocate available resources in a fair and transparent manner among the participating Residents. Residents are asked to submit the claim forms provided on the College’s website together with the original receipts to the Documenting Secretary after the event.

The Council recommends to actively involve Diplomates in these workshops to take advantage of the expertise we have within our College and to identify new opportunities for collaboration and future activities.

Important dates

- Workshop proposal **submission deadline: 16. September 2019**
- Acceptance notification: during the ECVPH Annual meeting, Edinburgh, October 2-4., 2019
Written confirmation: October 18, 2019

A list of the approved workshops and the relative information will be published on the ECVPH website.

Please send your proposal using the attached form to ecvphdocsec@gmail.com

Thank you in advance for contributing actively to the College.

¹ Active Residents who have submitted all annual progress reports in time.

YOUR PROPOSAL

Title of Proposal

Contact Organizer

Salutation/title

First name

Surname

Affiliation (no abbreviations)

Email

Phone

Address Line 1

Address Line 2

City and Postal Code

Country

Workshop details

Workshop starting date

End date

Duration, in days / half days

Workshop location

Minimum – maximum number of participants

Which elements of the ECVPH Curriculum are covered with this workshop?

Please provide a short biography of the workshop leaders/organizers, including a description of their qualifications relative to the topic area.

Objectives

A statement of the objectives of the workshop and indication of its relevance to the Residents.

Description of the workshop topic and themes

Please provide a two paragraph description

Space for additional information to the Council