



# SOCIETY FOR VETERINARY EPIDEMIOLOGY AND PREVENTIVE MEDICINE

## 2023 PRE-CONFERENCE COMMITTEE MEETING MINUTES (No. 117)

**Date:** Tuesday 21 March 2023  
**Time:** 13.00 – 18.00  
**Location:** National Veterinary School of Toulouse, Council Room (Entry 2)

### 1. Apologies for absence

None.

### 2. Minutes of previous meetings:

2.1. Meeting 116 – Fall meeting, 14<sup>th</sup> September 2022 Online – committee area

*No further comments or edits.*

### 3. Matters arising from previous meetings:

3.1. Conference SOP updates 7 hybrid format

**Action: secretary will remind TV to write a section based on this year's experience**

The online section should stay, in case ever needed, and if nothing else, for memory. TV will also review other sections, like PCO, to see where more notes could be added or updated.

**Action: secretary to circulate the latest version of the Handbook, clean up all the comments, and UPLOAD a new version to the website.**

3.2. Sponsorship discussions

This is the second (and last conference) in which SRUC gets a free registration for the conference. Discussions before have agreed that for the amount of visibility they get, they should increase their pay. It was reminded that on the other hand it is a secure sponsorship, provided every year.

**Conclusion: Stick to the previous conclusion – they pay 1000, but no free registration. Should re-evaluate after 3 years.**

**Action: FD to update the handbook**

3.3. Proceedings template - instructions and format of the sections

**Action: FD to check if the documents circulated this year are uploaded as latest (handbook?)**

3.4. Instructions to presenters

Instructions for posters

Poster pitches

**Action: FD to check if the documents circulated this year are uploaded as latest (handbook?)**

**Add to the JVP instructions in the handbook that they should check, if needed update/upload, and send out.**

3.5. New bursary forms/processes

CG and LC did everything this year, also updated the forms and processes. It went well.

**Action: FD to check if the latest documents are uploaded. Check handbook.**

The GG bursary was very popular – is there a need for more bursaries that cover all expenses?

There was a discussion about whether to reduce to 2 regular bursaries but cover travel. The committee didn't feel this as needed, as that the format seems successful enough as it is.

This is a joint responsibility of the committee (not of any committee position specifically). We thank CG and LC for this year's work.

3.6. Website updates (committee changes, poster winners, etc)

Poster winners

Updated.

3.7. New website

<https://www.figma.com/file/hvRqRHPwLXEdabWyemx0tz/svepm.org.co.uk?node-id=0%3A1&t=EJI3H7fH4nXrSGMG-1>

Membership payment will be through the website and that will also make it much more straightforward to download the list of members (including who is up to date with their payments). We will also be able to edit the distribution list.

Welcome page – highlight the next conference and direct people to them for contacts – reduce the emails that go to the secretary.

Proceedings when become open – well highlighted on the website.

*A few things were raised and need discussion during the pre- or post conference meeting.*

1. *Do we still want to sell copies of the proceeding prior to 2017 via de website or should we just ask people to contact the committee?*

*This is available through Amazon, but also we have now decided to make them open, so this question is no longer relevant.*

2. *Website are these days more personal, which means that they want to put photo's and a bit of information on the committee officers.*

*Accepted by all.*

3. *They allow for a 'newsletter' meaning that people member and non-member can sign up to see a digest of the things we update in the news section (such as the next conference). Do we want that?*

4. *We need to decide about a 'latest news' section. This would mean that we also have to appoint a content master. Something to discuss.*

The committee agreed not to have a newsletter.

The committee also agreed that we need a communications manager, with a person with the dedicated role of keeping content updated on the website.

LC will be responsible for the website. TV will continue responsible for twitter, and will support the conference organizer each year to use the account to promote the conference (the LCO should have a dedicated person).

We discussed whether the person with this role needs always permission from all committee members to upload and the conclusion is that the website should not be very dynamic, and only the usual updates are to be done – poster winners, committee changes, new conferences, etc. those are all updates that the committee is well aware of when are happening.

We discussed whether the passwords should be in a document that the entire committee has access – there will be a dedicated area in the new website. It was also raised that sometimes these platforms require 2-step verification, therefore it is better to assign roles to specific people and pass over one-to-one when needed.

**Action: FD to check who has access to the LinkedIn group and pass on to LC.**

5. *The exact functionality of the abstract submission platform needs to be discussed.*

Abstracts must be submitted with body and author information separately. A list of abstracts body, anonymized is generated, and the JVP receives an Excel spreadsheet with the author information and the abstract number. Authors should also be able to retract or edit a submitted abstract so that we don't end up with duplicated submissions. Abstracts can have figure.

**Action: these details to be passed on to the new website developer.**

Timeline: the current contract expires in July. The new website will be uploaded on the same address and must be live on 1<sup>st</sup> of August. We need to make sure that there are no submissions on the old website.

**Action: FD to inform H-H to please not open the abstract submission, and inform visitors that a new website will be available 1<sup>st</sup> of August.**

### 3.8. *Format and benefits of the membership*

Action for LM regarding a webinar series – pending. (LM was excused from this meeting due to travel delays).

There was an action point about reaching out to early career members. TV reported that there will be a survey in the early scientist event tonight.

### 3.9. Update handbook: keeper of antiquities

Report from the keeper of antiquities: there have been no huge changes this year, and copies of the 2022 proceedings have been sent to CABi and the British Library. The hard copies of previous proceedings are still up in Glasgow.

### 3.10. Shared list of phone numbers

Whatsapp group created. All are administrators.

## 4. The 2023 Conference

### 4.1. Conference management and organisation

### 4.2. Payment, registration and sponsorship (incl. discussion on free registrations)

Over 238 registered, only 9 online.

Income 130K €(excluding VAT), expenses 126K €.

PCO costs 19000 €.

Sponsorship: 40 000 € total. 16 000 € from the city of Toulouse.

TV suggests that we should keep good data about the registrations for each conference, which would greatly help the organizers of upcoming conferences. This should include how many registered in each category (members, non-members, students etc). Also if possible how many registered each month.

Action: EF to keep such documentation

Action: FD to check that we don't have such yearly updated information on the handbook anymore, but that we do have all this information documented and organized.

### 4.3. Workshops

MEDIATED MODELLING MEETS VETERINARY EPIDEMIOLOGY – ONE HEALTH IN PRACTICE	CG and LC
NEW APPROACHES TO INFERENTIAL MODELLING WITH HIGH DIMENSIONAL (WIDE) DATA	EF
RECONSTRUCTING VIRAL SPREAD FROM SEQUENCE DATA: INTRO TO PHYLODYNAMICS	GS
VETERINARY CLINICAL EPIDEMIOLOGY: BASICS AND BIAS	LM
Global burden of animal diseases	DB and PR
Generic risk assessment for animal disease incursion	FD

### 4.4. Poster session, prizes, presentations

100 posters which quickly filled up.

Scoring: FD and CG 1-50; LM and LC 51-100. Needs to be done before Thursday lunch.

Action: TV to add PR signature to the certificate and make sure they can be printed for the Thursday evening dinner.

### 4.5. Bursaries

- Bursary winners, regular bursary – Natalia Cira Artiga; Iryna Makovska; Gabija Džiaugienė
- Gettinby bursary winner: Damarys de las Nieves Montano Valle (Cuba)

### 4.6. Proceedings editing

- Edited by DB, checked by GS

Action: PR to ask Hans-Herman if the committee should fully take over the remaining tasks he still does related to the publishing of the proceedings.

### 4.7. Website

Will be used as the online participation platform for those joining online.

### 4.8. Conference feedback questionnaire

Action: GS to send a link to PR to review and prepared as a 2023 form.

Action: PCO to send an email to all attendees on Friday afternoon.

### 4.9. Other conference business

- Michael Ward will speak for 2min at the end of the programme on Thursday to promote the next ISVEE.
- A presenter asked whether the poster and proceedings paper can be uploaded to their own institution website so that they can tweet and reference to it. The posters will be uploaded to the website, and the proceedings are not open until 2y after. The committee agrees that this is not allowed before the conference. This is allowed *after* the conference, as long as the conference and proceedings are fully acknowledged.

## 5. AGM arrangements

### 5.1. Agenda and SOP (review power point together)

- circulated.

We reviewed the SOP

Action: FD to prepare a power point, PR to send the president's report, EF to send the treasurer's report. TV to send a slide with all sponsors.

### 5.2. Changes to the constitution

### 5.3. Nominations for officers and committee members

- Katja Schulz

### 5.4. Nomination for life membership

- Hans-Hermann Thulke

### 5.5. Auditors

Fraser willing to come back but we need someone to step in for a year while the Northern Ireland conference is being reviewed. The committee suggested GS to fill in the position for a year and she accepted.

## 6. Number of ordinary members

(see Treasurer's report)

## 7. President's report

(see AGM SOP)

## 8. Secretary's report

(see AGM SOP)

## 9. Treasurer's report

(see AGM SOP)

A discussion was raised regarding whether committee members should be exempted from registration, especially now that the Fall meeting is no longer being a physical meeting. This suggestion was not accepted, and most committee members felt that it would not look good on the society. We keep it as it is – committee members can be reimbursed for one extra hotel night and the traveling to the conference up to 500 pounds.

## 10. Developments related to future conferences

### 10.1. Uppsala 2024

### 10.2. Berlin 2025 and London 2026 – to be reviewed by the committee in the Fall meeting

- **Preventive Veterinary Medicine special issue**

### 10.3. 2021: all papers published but one, editorial NOT YET published.

### 10.4. 2022: 13 authors interested

### 10.5. PVM special issue

2021	<a href="https://www.sciencedirect.com/journal/preventive-veterinary-medicine/special-issues">https://www.sciencedirect.com/journal/preventive-veterinary-medicine/special-issues</a> <a href="https://www.sciencedirect.com/science/article/pii/S0167587722000447">https://www.sciencedirect.com/science/article/pii/S0167587722000447</a>
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2022	(6 published, 1 not yet, 3 rejected) <a href="https://www.sciencedirect.com/journal/preventive-veterinary-medicine/special-issue/10ZL9GPKCSD">https://www.sciencedirect.com/journal/preventive-veterinary-medicine/special-issue/10ZL9GPKCSD</a>
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FD raised a discussion regarding the value of the editorial cover, and whether it was needed now that the special issue is online and all papers are already aggregated anyways. This year there was an exceptional issue with a long delay in papers that stayed in “limbo” in the PVM system during months. For this reason the editorial 2022 is not done yet. For further years, the committee decides that the editorial cover is important and valuable and should be continued. Also it should not only summarize the papers, but have information about the keynote and the overall discussions during the conference.

FD reminded the committee members who are reviewers that we strive for a first review before the conference for those authors who submit on time. All reported struggling to get reviewers, and suggested asking for support from the membership

Action: FD to write and contact PVM about publishing the editorial cover 2022.

Action: FD to write on the handbook reminding the editor in chief to take note during the conference to document in the special issue.

Action: FD for next years to make much clearer to editors that we strive for a first review before the conference.

## 11. Any other business

11.1. *Treasurer: EF is still not able to access all accounts, the main problem being access to the UK account.*

Action: EF and DB to work through the issues, and EF to update the Handbook with a specific section on passing over the treasurer position to a new person.

## 12. Date and venue of next meeting

Post-conference, Friday after lunch

**Fernanda Dórea**  
Honorary Secretary

## CIRCULATION

<b>President</b>	Marie McIntyre (MM)	<b>Committee members</b>	Luis Pedro Carmo (LC)
<b>Senior V-P</b>	Philip Robinson (PR)		Timothée Vergne (TV)
<b>Junior V-P</b>	David Brodbelt (DB)		Carla Gomes (CC)
<b>Honorary Treasurer</b>	Egil Fischer (EF)		Locksley Messam (LM)
<b>Honorary Secretary</b>	Fernanda Dórea (FD)	<b>Co-opted members</b>	--