



SOCIETY FOR VETERINARY EPIDEMIOLOGY AND PREVENTIVE MEDICINE

2024 POST-CONFERENCE COMMITTEE MEETING MINUTES (No. 121)

Date: Friday 22 March 2024
Time: 13:00 GMT (or as soon as lunch is cleared)
Location: Norrlands Nation, Uppsala (conference venue)

MINUTES

1. Apologies for absence

No absences

2. New members and changes to the Committee

2.1. Update email distribution list

New members: Jana Schulz co-opted, Ane Nødtvedt, voted in.

Action (LC): Update email list; redirect secretary emails to Carla Gomes.

Action (FD): handover details to CG, including documents and the process for circulation of the mailing list.

Action (EF): send an updated list of members to the new secretary.

Action (CG): Send out the Handbook

Note that FLI's email does not allow the use of email correspondence lists, any emails will have to be sent to committee@svepm.org.uk PLUS Katja and Jana.

3. Matters arising from the 2024 pre-conference Committee Meeting (117)

.Nothing of note.

4. Matters arising from the 2024 Conference

4.1 Conference organisation

All smooth and well, nothing to note.

4.2 Presented papers

We discussed how to keep the diversity, but also highlighted that we don't want to lower the bar on the quality of the abstracts. The overall conclusion is just that we need to encourage more submissions in particular of under-represented areas.

4.3 Keynote speakers

Opening – the committee was divided, partly thinking it was a good talk, partly that it was a bit superficial, and that he maybe didn't understand who the audience were (could have gone more in depth).

Closing – very positive.

4.4 Quality of abstract submission & selection process

Low number of abstracts submitted. It can be the long time between the abstract submission and the conference.

4.5 Workshop sessions

Committee – decide who takes which workshop ahead of time, before registration, because we need to receive materials, etc.

Workshop organizers – remind them that they should not register for any workshop, else they take an available seat.

We discussed again whether to have more workshops - we had previously decided not to increase the number because it impacts the budget, but the committee discussed that if the number of participants keeps growing, we will have room for it in the budget and will need the space. Just increasing the size of the workshops is not ideal because it will defeat the purpose of being a workshop and will end up being lectures.

Workshop descriptions should be added to the website (add to handbook, make it a link on website to the description). And conference organizers should make clear to the workshop organizers that they have to communicate with the participants about any requirements.

4.6 Posters and poster prizes

Scoring standardization – criteria is in the handbook. A scoring sheet is hard to use because each evaluator has to go through so many posters.

Jonas Brock won for the 3rd time – there is no rule preventing winning 2 times in a row, but the committee didn't feel we needed one. Everyone has a chance to make good posters. It was suggested that he should have a way to teach other students – as a workshop or the next young researcher's event.

Highlight poster winners – add to the handbook for conference.

Poster pitches – high interest. Berlin registration, make sure to have a box to select having a poster pitch.

Bursaries – it was proposed that they should always be given a poster pitch and chairs should highlight them as bursary awardees when they present.

There was some negative feedback about the cheques, but some positive as well.

4.7 SRUC prize

All in agreement it was the right choice.

4.8 Conference format

It still feels like the right choice not to have done it hybrid.

4.9 Early career scientist event

Feedback received was that it went well.

4.10 Feedback questionnaire

Action (DB): send the committee the results in a week, we will discuss in the Fall meeting.

4.11 Budgeting and accounting now

JF reported that 5 people registered and didn't pay nor showed up They were accounted for is all meals and represent a loss to our budget. It raised a discussion of how long registration was open, the committee agreed that it is reasonable to have a closing date for registration.

Action: JF and FD to check the handbook. And advise accordingly.

Action: JF to ask PCO to make a final official budget, to share with the treasurer.

5. Matters arising from 2024 AGM

Comment on impact – we discussed and some suggestions: check the instructions to speakers (TV) and make sure it comes through. Chairs can highlight this when they send out the instructions. They can also ask that as a question if they feel that it did not come through well enough in the presentation.

Abstract submission – decided to make the submission form as an impact statement + an abstract.

Action (LC): change abstract submission form

Action (TV): review the instructions to presenters (LM to review)

Money saved on accounts – decide on a general rule for how much to accumulate.

Action (EF): to write out a justification and a general guideline for what we consider a comfortable saving to have.

What is the practical result – what happens when we have too much money? The committee supports increasing the number of bursaries for years when we have more savings than aimed. The conference should still aim for a small profit so that we don't risk ending with a negative conference budget.

6. 2025 conference

6.1 Workshops

We need some criteria for how we select – not a scoring sheet, but a list of things we want to remember to consider when selecting, such as theme, target audience, variety, etc.

Action (LM): to prepare some guidelines for the workshop submission, so that we can use as a scoring guideline for selection, having a transparent way to select, document selection, and communicate feedback to workshop proposers. Before the May mailing.

6.2 Early career event

Already and assigned person, who contacted the organizers of the 2 previous years.

6.3 Invited papers

KS presented ideas.

Gender balance was raised as a question to whether it would be OK to have two women – the committee felt that it should be based on merit and we shouldn't purposefully shy away from two women. Some names discussed for the Gareth Davies included Katharina Stärk, Angus Cameron and Ian Dohoo.

Opening keynote – KS and JS had a suggestion but ever heard her give a talk – the committee suggested that they could try to invite her to give a talk at the institute first. Another name was suggested from FLI.

6.4 Call for abstracts and topics to be included

Aquaculture and companion animals as usual need to be encouraged.

6.5 Conference organisation & budget

Currently balanced for 180.

Orange book – should people be able to select during registration that they want to buy the orange book and the conference organizers order it from Amazon? It was decided not to, and do like we did this year: we circulate the PDF for download with a link to order a printed copy from Amazon.

6.6 Responsibilities

Currently 3 people.

6.7 Sponsorship

Ongoing.

What is expected during the welcome reception? The committee is in agreement that there is no expectation of food or entertainment, it is up to the LCO what can be afforded.

7. 2026 and future conferences

Lucy Brunton to be co-opted from September.

The LCO may need a deposit advance from the society. DB will discuss with the treasurer.

8. Any other business

8.1 Auto-archiving papers – not have to ask the committee individually.

Secretary can inform if asked, that people are allowed to self-archive only their paper. Not the entire proceedings.

8.2. options for new features on the website

Changes discussed with the web-designers which would incur extra costs:

- 1) Posters – 2000 Euros to set up the posters as thumbnails to download each; OR a table that needs to be filled up for all the previous (900 euros); OR just have the name of author and title as the name of the file and use that to describe the files (700 files).

We all voted on the 3rd option.

Action: FD to send 2024 to LC

Action: LC to work with the web designer to fix the previous years and let the committee know how to help, we can divide the work among us.

2) Proceedings

To make them available in the conferences tab as a table with the previous ones to download, it is a similar issue. Would also cost 700 euros.

All agreed to go ahead.

Action: LC to liaise with the web developer.

SVEPM website standing content:

Action (LC) to contact AN to get her photo and description.

Action (LC) to contact the London organizers to get a description to add to the website

Action (TV and FD) to send to LC the winners of all prizes 2023 and 2024

GG money –

Give them some pocket money if their reimbursable costs are under 1200?

The committee is positive to keep the cap of 1200, never more, but to give them the full 1200, as long as they do show up.

All present agreed.

Twitter/X – move to LinkedIn? Most agree. LC publishes in the group and members can repost. We will focus on LinkedIn for social promoting.

What do we do with the Twitter account? We don't do anything, don't kill it but don't actively post. Focus on LinkedIn for a year and see what happens.

Action: DB to check how to make LC a manager. Db done.

LinkedIn post about the conference – LC is waiting for the special issue to have its own page on PVM

Action: FD to follow up with PVM and inform LC

Website – we should formally recognize LC's role, but the treasurer also has to be officially involved. The website activities should be documented on the website.

Action: LC and EF to create a section in the Handbook for the website

9. Date of next meeting

Fernanda Dórea
Honorary Secretary

CIRCULATION

| | | | |
|---------------------------|----------------------|--------------------------|--|
| President | Timothée Vergne (TV) | Committee members | Luis Pedro Carmo (LC) |
| Senior V-P | Dave Brodbelt (DB) | | Katja Schulz (KS) |
| Junior V-P | Fernanda Dórea (FD) | | Ane Nodtvet (AN) |
| Honorary Treasurer | Egil Fischer (EF) | | Locksley Messam (LM) |
| Honorary Secretary | Carla Gomes (CG) | Co-opted members | Jenny Frössling (JF) Jana Schulz (JS) |

Summary of actions

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| LC | Update email list; redirect secretary emails to Carla Gomes |
| FD | handover details to CG, including documents and the process for circulation of the mailing list |
| EF | send an updated list of members to the new secretary |
| CG | Circulate a clean version of the Handbook, with particular attention to the new members (Jana Schulz and Ane Nødtvedt) |
| DB | Compile and circulate the feedback from the post conference survey |
| FD and JF | Update the handbook with the lessons from this conference. |
| JF | ask PCO to make a final official budget, to share with the treasurer |
| LC | change abstract submission form so that the short part is an IMPACT statement, followed by the abstract |

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| TV then LC | Review instructions to presenters |
| EF | Try to write out a strategy and justification for the accumulation of funds (when to stop and what to do with any surplus at that stage). We will discuss in the Fall meeting. |
| LM | prepare some guidelines for the workshop submission, so that we can use as a scoring guideline for selection, having a transparent way to select, document selection, and communicate feedback to workshop proposers. Before the May mailing |
| FD | Send all poster PDFs to LC |
| LC | work with the web designer to fix the poster files from previous years and let the committee know how to help, we can divide the work among us |
| LC | Same for proceedings of previous years |
| LC | Update committee members on the website (get photo and description from AN) Update the website about London 2026 (get info from organizers DB and team) |
| TV and FD | Send LC the list of winners (oral and posters) for 2023 and 2024. |
| LC | Update winners 2023 and 2024 |
| DB | Make LC a managers in the LinkedIn group |
| FD | Follow up on the Special issue page with PVM |
| LC and EF | Create a section on the handbook for the website. |