



Annex I. ESLAV-ECLAM Mutual Agreement on Collaboration for Scientific/Educational Events

Art. 1 – Purpose

ESLAV and ECLAM organise non-profit scientific educational events to provide continuous education to the veterinary community. The contents should support veterinarians active in the field in updating their scientific knowledge and in providing appropriate continuous professional development (CPD).

Such activities include, but are not limited to:

- a. Conferences
- b. Summer Schools
- c. Winter Schools
- d. Webinars

Whereas:

1. The ESLAV-ECLAM conference is usually an in-person meeting convened annually in a European city except in years with FELASA conferences. It can be organised in conjunction with other organisations (e.g. AAALAC) or national or international laboratory animal science societies or associations.
2. The Summer School is a meeting taking place annually. Its content is based on the ECLAM learning modules. It can be organised in conjunction with the ESLAV-ECLAM conference. Institutes hosting the Summer School can act as co-organisers. The choice of format for the meeting will depend on what is most appropriate for the training to be delivered. It is expected that training will be a blend of theoretical and hands-on;
3. The Winter School is an in-person, online or hybrid meeting. Its content addresses other specific topics. Institutes hosting the Winter School can act as co-organisers;

4. Online webinars may address specific emerging topics, case reports, ‘ask the expert’ sessions, etc. Webinars are held regularly and generally have a duration of one hour, which includes time allocated for discussion. However, the duration of the events may vary, based on the needs of the topic. Ideally, they are organised as a series consisting of either three or six sessions per year. The topics are decided based on scientific needs and/or on those relevant to the curriculum of the ECLAM residency program. Their contents should support ECLAM residents and ESLAV members in achieving their learning goals, in updating their scientific knowledge and in providing appropriate CPD;

Therefore:

The purpose of this Annex is to regulate the organisation and implementation of these educational events. Other educational activities/initiatives will be discussed among the two societies.

Art. 2 – Organising Committee (OC)

The programme of each Conference, Winter and Summer School is to be agreed by the Organising Committee, with the following representatives:

- ESLAV is represented by two ESLAV members, of which at least one will be a Board member
- ECLAM is represented by two ECLAM members appointed by the ECLAM Council
- At least one representative of the host institution/partner organisation. If the host is already a member of the ESLAV Board or ECLAM Council, they cannot simultaneously represent the Board/Council, to avoid potential conflicts of interest.
- In case either ESLAV or ECLAM would like to have more members, the other society will appoint additional members to ensure it is not underrepresented. Overall ESLAV/ ECLAM membership will make up the majority of the OC.

Webinar content will be decided by both ESLAV and ECLAM. The Board and Council will propose topics at the end of the calendar year. In the absence of proposed topics, the Presidents will agree on topics and proceed with issuing a direct invitation to speakers.

The OC should be in place ideally 12 months, and at least 10 months, prior to the event. The ESLAV Board member(s) on the OC should be due to remain on the Board at least until after the event is completed.

The OC has the mandate to decide whether scientific/educational events will be in a blended form (theory plus practicals) or theoretical only. Online or hybrid options should be considered, if learning outcomes can be achieved through these options.

For each event, the ESLAV Board and ECLAM Council will decide how they wish to be informed about the ongoing arrangements.

The OC should finalise all logistical aspects required for the event (e.g., venue, catering, support personnel, IT support, online platforms when needed, certificates, communication, accounting, website update). In case the OC needs support, ESLAV Board and ECLAM Council should facilitate it. The OC must provide a budget calculation for the event, including possible sponsorship and funding requests. The budget should be non-profit oriented and approved by the ESLAV Board and ECLAM Council.

Additionally, this committee should actively reach out for funding sources, e.g. grants or sponsorship.

The OC could decide to use a third-party congress organiser company, provided the budget is clear and agreed by both organisations.

If needed, the Organising Committee may assign a separate Scientific Committee (SC). If a separate SC is required, each Society should be represented by at least one Board or Council member. The ESLAV Board or ECLAM Council members should be due to remain on the Board/Council at least until after the event is completed. The host institution/partner organisation is also entitled to one representative. If the host is already a member of the ESLAV Board or ECLAM Council, they cannot simultaneously represent the Board/Council, to avoid potential conflicts of interest.

The OC (or SC if also undertaking the organisation) must provide monthly updates to the ESLAV Board and ECLAM Council. In case of significant issues (e.g., host institute approval, funding, budget adjustments, format changes, or event cancellation), the OC/SC members should bring these matters to the ESLAV Board and ECLAM Council for discussion and approval.

The OC will develop a programme that satisfies the following aspects:

- The suitability of the venue and overall event planning.
- The cost of registration.
- The financial risk associated with hosting the event.
- The geographical location of the event.

- The scientific programme (topics and speakers)

Art. 4 – Financial involvement

Any profits or losses from the event will be divided equally between ESLAV and ECLAM.

In case of financial involvement of a host institution, an *ad hoc* agreement should be signed in advance between the host institution, ESLAV and ECLAM.

Administrative support within or outside ESLAV and ECLAM is advised. Person(s), tasks (e.g. registrations, invoicing etc.) and remunerative compensation (if needed) should be identified and agreed in advance.

Art. 5 – Term of Agreement

The Agreement will commence when it is signed, and continue for 3 years.

President of ECLAM:  Date: 09/11/2025

President-elect of ECLAM:  Date: 27/11/2025

President of ESLAV:  Date: 07/11/2025

President-elect or Past-President of ESLAV:  Date: 7/11/2025