



Federation of Horses in Education and Therapy International, A.I.S.B.L.

GUIDELINES FOR HOSTING AN INTERNATIONAL CONGRESS

The following guidelines are provided to assist potential hosts of the HETI International Congress.

The Executive Committee of HETI is keen to foster a co-operative approach in the conduct of our triennial Congresses.

The host country should form an organising Committee which will make all local arrangements – i.e. choice of venue, accommodation, hospitality and tourist attractions (pre and post Congress tours being popular.) The HETI Executive Committee shall meet with the organising Committee of the host country prior to the Congress in order to view the venue and discuss planning arrangements.

THEME: A theme for the Congress should be chosen by the host country in consultation with the HETI Executive Committee.

LIAISON WITH HETI: The host country shall appoint an English-speaking person to liaise with the HETI Executive Committee. This person shall communicate regularly with the Secretary at the HETI Office – who will report to the HETI Executive Committee.

HOSTS: In countries where there is more than one Federation Member of HETI it is expected that all Federation Members will be involved in the planning and organisation of the Congress.

LIAISON WITH HOST OF THE PREVIOUS CONGRESS: The organising Committee should make contact with the host of the previous Congress who will be able to give a report and helpful advice from their experience.

LANGUAGE USED FOR THE CONGRESS: The organising committee must be aware that various nationalities will be participating in the Congress. The official language of HETI is



English. The host country shall decide which languages are to be provided at the Congress, and make translation facilities available. (In the past translation has been provided in a variety of ways – simultaneous translation; or teams of interpreters who sit with delegates to interpret. The decision on how translation is to occur is the choice of the organising committee –depending on local availability and costs involved. (Simultaneous translation is the most effective, but usually the most expensive.)

SCIENTIFIC COMMITTEE: A Scientific Committee must be formed to consider Abstracts of Papers to be presented at the Congress. Half the number of members of this Committee shall include persons nominated by the HETI Executive Committee (approx 4-8). Membership of the Scientific Committee may be chosen from within the host country, or may be a combination of members from other countries and the host country. The chair of this committee will be a HETI representative.

The HETI Executive Committee will be able to assist with suitable names for the Committee if required.

In order that a high standard of presentation is maintained, the Scientific Committee should ensure that papers to be presented are of a high quality and fit the stated theme of the Congress. Submission of abstracts should not necessarily ensure their inclusion unless these conditions are achieved.

CALL FOR SCIENTIFIC PAPERS/PRESENTATIONS: The Scientific Committee shall publish a Call for Papers/Abstracts and indicate clearly the format in which these abstracts and papers are to be presented. A closing date for receipt of abstracts should be clearly stated and a calendar of dates for notification of acceptance.

Timeline for acceptance of papers:

- Call for Papers should be requested 18 months prior to the Congress.
- Deadline for submission of proposed papers should be three to four months after receipt of the abstracts.
- Copies of the Call for Papers should be produced in sufficient numbers to be sent to national federations OR send electronic data and ask Federation Members to distribute to their members.



- A copy of the Call for Papers should be forwarded to the HETI Office (preferably) for inclusion in the Newsletter and on the HETI website.

GUEST SPEAKERS – When choosing guest speakers we recommend that the following guidelines are adhered to:

Guidelines		Items to be supported	
Invited Speakers	A	<ul style="list-style-type: none"> - Published related book (at least 1 and more) or - Published peer reviewed article (at least 3 SCI) or - whom Organizing committee agree on the his/her accomplishments 	<ul style="list-style-type: none"> - Air fare (economy) - Hotel - Registration fee waived
	B	<ul style="list-style-type: none"> - Published Peer Reviewed article (at least 1 SCI) or - at least associate professor of related field 	<ul style="list-style-type: none"> - Hotel - Registration fee waived

Role of the International Executive Committee

It is customary at HETI International Congresses that the International Executive Committee will have their accommodation covered and registration fee waived in order to attend the Congress.

The HETI International Executive Committee are the back bone of the Federation working towards HETI’s mission and vision for three years prior to the Congress, as a result it is customary to provide accommodation and registration to them in order for them to attend the Congress and to be available to meet with members and non-members throughout the duration of the Congress.

Their role at the event will include but is not limited to:

1. President speech – Opening and Closing the Congress
2. Organising and running the Open Forum



3. Organising and running the HETI Annual General Meeting
4. Working on the HETI stand in order to promote events at the Congress and to sign post delegates for the duration of the Congress.
5. Providing presentations in various topics as requested by members and non-members. These include the following:
 - a. Educational Round Table
 - b. Psychotherapy Round Table
 - c. Terminology

PUBLICATION OF PROCEEDINGS OF THE CONGRESS: Every effort should be made to obtain the papers in advance. The Scientific Committee must identify the format in which they wish to receive the Abstracts and Papers for publication. The publication of the Proceedings should occur as soon as possible after the Congress. Order forms should be included with registration documents so that the organising Committee will have a clear indication of potential numbers required.

HETI members to receive a small discount on purchase price.

Two copies of the Proceedings should be made available for the HETI Office archives.

PUBLICATION OF LIST OF PRESENTERS AND LIST OF PARTICIPANTS: In conjunction with the publication of the Proceedings of the Congress the organising Committee should publish a contact list of presenters and participants, and make such details available to the HETI Office as an historical record. Members, presenters and participants frequently wish to make contact after the Congress. Such a list can be included as part of the publication or produced separately.

HETI CONFERENCE FEE: The organisers of the congress are asked to contribute a fee of €5,000 to HETI. This contribution helps support the ongoing planning assistance provided by the HETI office, the promotion and marketing of the congress, and the use of the HETI brand in connection with the event. The fee is normally payable one year prior to the congress.



PRACTICAL ARRANGEMENTS:

STYLE OF CONGRESS: Since the COVID-19 pandemic, the option of a Hybrid congress is recommended. This will allow global attendance to the conference as well as an in person experience. It also encourages speakers to pre-record their presentations in the event they are unable to travel, other speakers go over their time, illness etc. Pricing for this style of congress will need to be considered, as well as, how long attendees will be able to access the recordings of the presentations. There is quite a large technical undertaking in running a hybrid congress so this will also need to be taken into consideration.

SUITABLE DATE: The host country shall choose the date for the Congress – so that arrangements can be made to suit local conditions (e.g. best weather, fares and availability of accommodation packages). Past experience has shown that international members travelling long distances are usually keen to gain maximum benefit from their time away, and will, if possible, also attend other seminars in neighbouring countries either prior to, or after the Congress. Participation in Workshops pre or post Congress are also popular and desirable. The HETI Office will endeavour to provide and publish such information.

PROGRAM: The program should be finalised 12 months prior to the Congress. Presenters should be notified once the program is finalised.

VENUE: When considering a venue various points should be considered:

1. Accessibility to an International airport and public transport.
2. Accessibility for people with disabilities.
3. A maximum number of delegates that can be accommodated at the Congress venue, (and with which the organising committee can cope) should be decided, with a final date for acceptance.
4. Accommodation: a choice of accommodation should be provided if possible to cater for various requirements –some members from developing countries have limited financial resources. The Executive Committee is keen to encourage participation by as many members as possible.
4. SECRETARIAT: A Secretariat needs to be established at the Congress venue with access to telephone, fax, email and photocopying.



CONGRESS REGISTRATION: A discount fee has usually been offered to those who register early or for HETI members (This assists the organisers in planning.)

FINANCE: The organising Committee shall prepare a financial plan indicating the financial support and sponsorship available. This plan, including the budget shall be forwarded to the HETI Executive Committee.

HETI is unable to provide any direct financial support.

HETI MEETING REQUIREMENTS AT THE CONGRESS:

The following HETI meetings will be held during the Congress.

1. **International Council Meeting:** Time needed 3 – 4 hours. **It is essential that this meeting is held at a time and location to ensure maximum participation by all Delegates.**
2. **General Meeting of all HETI Members:** Time needed 3 hours. This meeting is to allow for discussion and participation by all Federation members.
It may be that the General Meeting and Council Meetings are held on different days.
3. **HETI Committee Meetings** –Time needed 2 hours (to be confirmed by Committee Chairmen.)
4. **Open forums** in connection with the various committees are usually planned. Time required - 2 hours. (to be confirmed by Committee Chairmen)
5. **Executive Committee Meetings** – a meeting prior to the commencement of the Congress and a short meeting after the International Council Meeting to convene the new Executive Committee.
6. **Booth-** HETI will require one large booth/space where merchandise can be displayed and sold and membership fees can be paid. An additional table/area is needed near this to display raffle prizes.

HETI FUNDRAISING: At recent Congresses a silent auction or a raffle has been held with proceeds going to HETI. This is a most important part of HETI's fundraising and the Executive



is keen to promote similar opportunities for fundraising. HETI would require a table/area close to the HETI booth to display the raffle prizes.

ENTERTAINMENT: the organising Committee will decide on entertainment to be provided – according to local conditions and customs. Members are usually keen to see local places of interest, and specific cultural events. Tours which delegates and accompanying persons may attend are also popular.

HETI OFFICE SUPPORT: HETI Office will provide advice whenever requested.

The Secretary will liaise regularly with the organising Committee, prominently display advertising material, actively promoting the Congress when in communication with members and interested members of the public.

Details of the Congress provided by the organising Committee will be published in the HETI Newsletter.

The Secretary shall provide membership contact details to the organising Committee, together with any other HETI material (e.g. brochures) the organising Committee may request.

Congress promotional material may also be sent to the Office. This can be sent to those with enquiries.

CONGRESS FINAL REPORT: The Congress organising Committee will provide the HETI Executive Committee with a detailed report of the Congress after all matters relating to Congress have been finalised. The report shall include the number of participants and presenters, sponsorship and financial details; any organisational difficulties or information which may be helpful to future hosts of the Congresses. Such reports will form part of an historical record of HETI International Congresses.