

**SOUTHERN AFRICAN SOCIETY FOR VETERINARY EPIDEMIOLOGY AND PREVENTATIVE MEDICINE  
SPONSORSHIP POLICY**



**1. PURPOSE**

The purpose of this policy is to provide guidelines for SASVEPM sponsorship criteria.

**2. DEFINITIONS**

- a. *SASVEPM*: Southern African Society for Veterinary Epidemiology and Preventive Medicine also referred to as the Society. The objective of the Society, as per its constitution, is to promote veterinary epidemiology and preventive medicine.
- b. *EXCO*: Executive Committee of SASVEPM as elected at the AGM.
- c. *AGM*: Annual General Meeting held once a year during the SASVEPM Congress.
- d. *SPONSORSHIP*: Financial support which is availed by the society to assist SASVEPM members or any other identified party (having similar objectives as the Society) for purposes of advancing the society's primary objective and or derive desired benefits e.g. train the trainer.
- e. *INSTITUTION*: Academic, research, Non-Profit Organization, Government Department, Private company, laboratories. which have interest in veterinary epidemiology.
- f. *POLICY*: SASVEPM sponsorship policy.
- g. *MEMBER*: SASVEPM registered member.
- h. *ISVEE*: International Symposium for Veterinary Epidemiology and Economics

**3. EXPECTED OUTCOMES**

- a. Enhancing the knowledge of the Society's members on epidemiological skills.
- b. Institutional capacity building on epidemiological skills.
- c. Empowering regional institutions with necessary epidemiology skills.

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**4. POLICY**

- a. The sponsorship will be considered for conferences, short training courses for non-degree purposes, fellowships, congresses and symposiums where the activities or event supports the advancement of veterinary epidemiology.
- b. *The categories of sponsorship shall include:*
  - i. Presenters with accepted abstracts at SASVEPM congresses/ symposiums/conferences.
  - ii. Presenters whose abstracts are accepted to be presented at an ISVEE congress.
  - iii. Delegates nominated to attend recognized epidemiology training programs (for non-degree purposes) and workshops, that address issues of interest to the African continent.
  - iv. Hosting of webinars that support the advancement of veterinary epidemiology within the region or continent.
- c. When entering into a sponsorship agreement for (Category b. iii), the training should be unanimously approved by the participants' institutions as essential for advancement of epidemiology within the region and the delegates should be recommended by respective institutional heads.
- d. The sponsorship shall include registration fees, appropriate transportation, boarding/lodging and transfer to and from the airport if applicable. SASVEPM shall not cover entertainment fees. Recipients are also encouraged to raise their spending allowance as SASVEPM will not cover these costs.
- e. The applicant is responsible for all expenses related to VISA applications and processing.
- f. Sponsored delegates are to acknowledge SASVEPM sponsorship in their presentations and should co-brand their presentation with the SASVEPM logo.

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- g. Sponsorship budgets should prioritize mainly young graduates and regional representatives.
- h. In the year preceding ISVEE Congress, the AGM should determine the total number of participants to be sponsored to present and attend the symposium.

*The ISVEE sponsorship should consider the following:*

- i. SASVEPM President, who might also be a member of ISVEE organizing committee and regional representative, may be automatically sponsored to attend ISVEE.
- ii. SASVEPM EXCO members with ISVEE-accepted abstracts are to be considered for sponsorship to gain practical experience through ISVEE platforms.
- iii. SASVEPM Members with ISVEE-accepted abstracts are to be considered for sponsorship to present their work at the congress.

**5. BUDGET FOR SPONSORSHIP**

- a. Each year (**15%**) of the SASVEPM bank balance shall be allocated to sponsorships.
- b. For ISVEE sponsorships recurring every three years, the total allocated budget will be determined based on a proposal by the EXCO and approval of the budget by the AGM.
- c. Each member will be limited to one sponsorship every three years. In the event where there is a limited number of qualifying applicants or funds available from the annual sponsorship allocation, applicants can be considered for a repeated sponsorship.

**6. EVALUATION CRITERIA FOR SPONSORSHIP APPROVAL**

- a. The applicant should be a registered member of SASVEPM and should have attended at least two AGMs within the past four years.

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- b. Presenters must have proof that their abstracts had been accepted for presentation at the congress/symposium and the paper to be presented should be relevant to the objectives of the society.
- c. Graduate students and regional representatives to be sponsored, they should have their abstracts accepted by SASVEPM/ISVEE for presentation in the current years' congress.
- d. Epidemiology training shall be coordinated and recommended by the nominating institution with an undertaking that on completion of the training they will avail the trainee to replicate training where needed.
- e. Participation in workshops, an invitation, motivation and tangible benefits should be presented on application for sponsorship.

## **7. RESPONSIBILITIES**

### *a. SASVEPM EXCO*

- i. Calling for applications for the different categories of sponsorships.
- ii. Assessing and approving sponsorship based on the criteria and available funding.
- iii. Facilitate platforms for presentation of abstracts and for replicating regional training.
- iv. Timeously inform members of available opportunities where funding could be granted.
- v. Response to applicants is to be approved by budget managers.
- vi. Final approval of the quotation and funding for approved applicants.
- vii. Facilitate intercontinental fellowships and short-term training.

### *b. Sponsored delegates/members*

- i. Are expected to be ambassadors of SASVEPM in their respective environments.

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- ii. Should undertake to present the approved abstract at a SASVEPM congress or in an organized Webinar.
- iii. At the end of sponsorship period, epidemiology trained delegates and workshop attendees should undertake to replicate training in their respective institutions and other SASVEPM collaborating institutions within a period of six to 12 months.
- iv. Sponsored graduates and regional representatives are expected to promote veterinary epidemiology and associated fields.
- v. On approval of the sponsorship, they should submit quotations and later proof of payment to SASVEPM secretary.
- vi. SASVEPM sponsored members are expected to submit a detailed report on the activity they have been sponsored for within two weeks post training or conference/symposium attendance.

**8. POLICY APPROVAL AND AMENDMENTS**

- a. The policy should be revised and adopted by an ordinary AGM meeting.
- b. The policy should be revised every 2 years and amended thereof by the AGM upon the request of the EXCO.
- c. The policy should be revised or amended every 2 years by the AGM upon a formal request by one third of SASVEPM registered members.