## Purpose
To organize an educational presentation directed to a DVM student audience in OVC and outside of lectures.

## Description
Various student events take place throughout the year and target a range of different topics. The talk typically features a guest speaker (company representative, faculty, industry leader, student, etc.), power point presentation, and sometimes food and beverages.

## Organization
The event is organized by the Central Veterinary Students Association (CVSA) or an OVC student club or class. All lunch talks must be hosted by the CVSA, a CVSA-approved OVC student club or Class Council. Individuals (including industry student representatives) cannot host a lunch talk.

Potential speakers should be discussed with the club advisor. Talks provided to DVM students must be educational in nature and not solely focussed on one industry’s products or services. In order to ensure that these rules are being met, the planned presentation by an industry spokesperson should be sent to the CVSA Senior Industry Representative for approval by email at least a week before the scheduled presentation so as to allow for ample time in case changes do need to be made.

Speakers should be asked to provide a short bio, and the event organizers will designate a member to introduce and thank the speaker. Typically a thank you card (gift optional) is given to the speaker at the end of their presentation. If the speaker requires parking, a parking day pass should be purchased from Parking Services and Transportation Planning.

## Schedule
After the club events coordinator contacts the guest speaker, a few potential dates for the event are chosen. The online calendar (http://www.uoguelph.ca/~cvsa/calendar.html) is consulted to determine if the date is available. It is best to choose a date with no other, or few other talks.

Lunch talks run between 12:30 and 1:20. Talks/events may also be in the late afternoon or evening.

## Facilities
Once a date is chosen, the room booking form is filled out by the club event coordinator at least three weeks before the event date. The form can be found at http://www.uoguelph.ca/~cvsa/book.html and emailed to cvsaroom@uoguelph.ca. There is about a week turnaround time for room bookings. All events unless specifically requested will be added to the CVSA website calendar by the CVSA senior technology director. If the event does not show up on the website or if there is a discrepancy in the event details/description please email the current
CVSA Tech Director.

STUDENT RISK MANAGEMENT
Students must prepare and submit a Student Risk Management (SRM) form at least one month in advance, and no event can be publicized until it has received SRM approval. Each club must have at least one of its executive members trained in SRM. If animals are to be used an Animal Use Protocol (AUP) form must also be submitted and approval of animal use received BEFORE the event.

If an injury is sustained by any participant at the talk, the University of Guelph First Responders should be alerted immediately by calling Campus Community Police and Fire Prevention at extension 2000 from any on campus phone or by dialing 519.824.4120 and then extension 52245.

HOSPITALITY SERVICES
The OVC cafeteria is contacted (ovccafe@uoguelph.ca) for any food or beverage orders (e.g. Cookies and hot chocolate for 30 people, pizza and pop for 100 people, etc.) The invoice is sent to by email by the Manager of the OVC Cafeteria to the event organizer and should be forwarded by the organizer to the club treasurer. Keep in mind that the CVSA usually only allows one talk per day with food. All food and beverages must be purchased from Hospitality Services; no outside food is allowed unless permission has been obtained from the Manager of the OVC Cafeteria.

Industry sponsored lunch talks must first go through the Student Industry Representative. It is the responsibility of the Student Industry Rep to be the liaison between their assigned Industry and OVC. The OVC cafeteria manager must be first contacted by the hosting club or the student rep with the information for who should be sent the invoice. NO INDUSTRIES SHOULD BE CONTACTING THE OVC CAFETERIA MANAGER DIRECTLY BEFORE A TALK IS BOOKED.

PROMOTION OF EVENT
Students are informed via email on class listservs. Notification should be limited to two emails - one announcement email and one reminder email. All paper and electronic announcements about these talks must include the name of the hosting club or CVSA.

Any posting must be done with painter’s tape. Do not place posters on bulletin boards not meant for this purpose.

FUNDING
Funds come from the club hosting the talk. Often if a company representative is speaking the company may sponsor the food. Speakers must not ‘sell’ a specific product, line of products or service. If a club is soliciting funding from any outside source the Alumni Advancement Manager (AAM) for OVC (at ssharp03@uoguelph.ca or ext. 56679 Rm. 2638B) must be consulted before the solicitation is done.

Refer to the documents posted at http://ovc.uoguelph.ca/dvm/student-life/clubs and fill in the Sponsorship Request Form. This form should be submitted to the AAM two weeks before the request to the funding agency is to be made. The AAM will then review the form and provide the names of suitable funders.

Requests for funding from industry or donors must be professionally done. A formal letter on with the class, CVSA or club logo should be submitted to the potential donor – see the sample letter at http://ovc.uoguelph.ca/dvm/student-life/club. If the industry has a student representative this student should be consulted before a letter is submitted. Industry should only be approached if the sponsorship of the event is beneficial to them in some way, and you must provide recognition of the
donation at the event. Donors must also be formally thanked with a letter and a photo from the event.

The talk is run by the hosting club / student group

SET UP AND CLEAN UP
Any presentation material or food is set up at the very start of the lunch hour. The club organizing the talk is responsible for clean up at the end of the talk (at 1:20) and for ensuring the facility is left in the same condition it was in prior to the lunch talk. If any chairs or tables were moved for the event they must be put back where they were found.

Pizza boxes are not to be placed in the recycling boxes outside the rooms – throw these out in the recycling dumpster in the loading dock area (The dumpster is located in the breezeway between the LLC and the old building near the equine lameness assessment area and treadmill, aka the short cut to 1434/38).

POWERPOINT PRESENTATIONS
Student talks must be educational in nature and not about specific company’s product, treatment or procedure. The presentation must be emailed to the current CVSA Industry Representative one week in advance.

PROBATION
Inability to follow these procedures may result in revoked privileges to book student talks.