



Representatives of VCS, ESVONC, JVCS, ABROVET and AMONCOVET met on May 24, 2023, in Alicante, Spain to come to consensus on our operating processes. Below are the minutes and decisions that came out of this meeting.

Who We Are

The World Veterinary Oncology Consortium (WVOC) represents the collaboration of five veterinary oncology associations around the world and includes JVCS (Japan Veterinary Cancer Society), VCS (the Veterinary Cancer Society based in the US), ESVONC (the European Society of Veterinary Oncology), ABROVET (Brazil Association of Veterinary Oncology), and AMONCOVET (Mexican Association of Veterinary Oncology). These five organizations shall be designated as the **Organizing Committee** (further referred to in this document as **OC**) of the WVOC.

Operating Regions and Areas of Representation

- VCS United States, Canada, Caribbean
- ABROVET/AMONCOVET Mexico and all Latin American countries and islands
- ESVONC Continental Europe
- JVCS Asian countries and China

The OC will convene not less than semi-annually each year to make decisions regarding educational initiatives of the group. Whenever necessary, each region has the authority to appoint a maximum of two representatives to act on behalf of their region in organizing educational activities including the World Congress, World Oncology Connections or World Oncology Day.

Every region has the autonomy to invite representatives from other veterinary oncology associations in their region to participate in their organization, set fees as they deem suitable, and enable association representation when required.

Our Purpose

Our organizations aim to work together in providing veterinary oncology education, which will be accessible to our global members through both online and in-person platforms.

Our Programs

Apart from our World Congresses, held every five years, the WVOC also organizes online webinars known as World Oncology Connections, along with World Oncology Days at conferences held within our designated regions.

Voting

For the purpose of voting, each region receives one vote.

Administration of the WVOC

Presently, the Veterinary Cancer Society fulfills the role of the WVOC administrator, overseeing day-to-day operations such as meeting planning, survey preparation, meeting minutes and distribution, and facilitating communication, and website creation for the group. Starting January 1, 2024, each region will be required to contribute \$1,250 to the Veterinary Cancer Society. This contribution will be used to offset staff time dedicated to organizing the WVOC and to cover minor expenses associated with its operation, such as a Zoom license, artwork, and other relevant costs.



World Veterinary Cancer Congress

Congress History

The World Veterinary Oncology Cancer Congress began in 2008 by ESVONC.

- 2008 – Copenhagen, Denmark organized by ESVONC
- 2012 – Paris, France organized by ESVONC and VCS
- 2016 – Foz do Iguaçu, Brazil organized by ABROVET
- 2020 – cancelled due to Covid 19
- 2024 – Tokyo, Japan organized by JVCS

Congress Organization and Future Congresses

Each of the regions of the WVOC will host the World Congress in a rotating manner.

- 2029 – Hosted by VCS
- 2034 – Hosted by ESVONC
- 2039 – Hosted by ABROVET/AMONCOVET
- 2044 – Hosted by JVCS

Congress Budget, Profit and Loss

The World Congress will not utilize a joint checking account for the purpose of operating the Congress. Instead, members of the OC will provide an appropriate level of financial support, if requested, to the host committee so that they have the necessary funding to pay deposits to hotels or Congress venues. The amount that each region will provide to the local host will be discussed at an appropriate time in the Congress planning process and at the recommendation of the location planning committee after a preliminary budget has been developed.

All conference-related expenses will be paid from the collected funds accumulated through sponsorship, exhibitor fees and registration income. The host region has the responsibility of keeping these funds in a secure banking location of their choice for the duration of the planning and execution of the Congress.

At the conclusion of the Congress, the host region must provide a detailed profit and loss report to the OC.

1. Congress has enough income to cover expenses and has a surplus: If the Congress has earned sufficient income to offset all its related expenses, and there is money left over (a surplus), the remaining balance will be distributed equally among all regions. Each region will receive an equal share of the surplus.
2. Congress does not have enough income to cover expenses and has a deficit: If the Congress does not have enough income to cover its expenses, resulting in a deficit, the deficit will be shared equally among all regions. Each region will contribute an equal amount to cover the Congress's expenses and eliminate the deficit.

These scenarios outline a method of distributing funds and managing finances within the context of the Congress and its related expenses. Equal distribution ensures that each region is treated fairly in both cases.

Responsibilities of the OC

The OC will play a pivotal role in nearly every planning stage of all World Congresses. No single association, irrespective of where the Congress shall take place, will possess exclusive planning or decision-making authority. The OC will jointly decide on crucial aspects of each Congress including creation of a key dates

calendar, selection of the event's location, venue, scientific topics, abstract grading and selection, speakers, registration rates, sponsorship and exhibitor plans and rates, and other conference-related events and activities.

Responsibilities of the host region

- **Location and Venue**
 - With the assistance of the OC, prepare and distribute a "Request for Proposal" (RFP) that will be distributed to a variety of locations/venues in the host region.
 - Proposals will be shared with the core committee who will narrow down the options.
 - The host association will conduct site visits and make a final recommendation for location to the OC based on the site visits and expected costs.
 - The host association will sign the hotel/venue contract and be the direct communication link with the selected venue.
 - Prepare a master block of rooms as necessary for specific groups of attendees (speakers, staff, etc.)
- **Budget**
 - Prepare a Congress budget that will be shared with the OC at various times in the planning and implementation phase. Prepare a final budget and distribute profits or send invoices.
 - Pay all bills associated with the Congress as appropriate.
- **Abstract Collection**
 - Provide an abstract collection system for the submission of abstracts.
 - Coordinate grading and notification process with graders and submitters.
- **Registration**
 - With the assistance of the OC, determine registration rates for all attendee types.
 - Provide a registration system and collect all registrations.
 - Prepare nametags and other tickets associated with the Congress.
 - Communicate Congress details with registrants through the process.
- **Speakers**
 - Once topics and speakers are selected, the host will prepare written speaker contracts.
 - Communicate deadlines and logistics with all speakers.
- **Sponsorship & Exhibitors**
 - Work with the OC to create a sponsorship plan and then distribute the plan to appropriate associations to solicit sponsors and exhibitors.
 - Accept payments from sponsors and exhibitors.
- **Local Vendors/Printing**
 - Work with local vendors such as printers, audio visual specialists, marketing companies to provide needed Congress support.
 - Prepare the printed proceedings for the Congress and prepare appropriate on-site signage.
 - Secure appropriate audio-visual services to include recording of all sessions.
 - Provide edited recordings after the Congress for use by all associations.
- **On-Site Support**
 - Provide an appropriate number of on-site staff for registration purposes and to manage the on-site logistics of the Congress.



World Oncology Connections

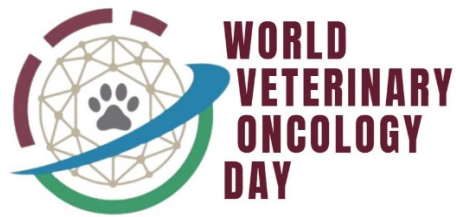
Four times a year, the OC will organize a World Oncology Connections online seminar. This one-hour online seminar will be held via Zoom, or other similar virtual system, and include representative speakers from the four regions.

Session dates/host/topic

▪ December 2022	ESVONC	Electroporation-based treatments in veterinary medicine
▪ February 2023	JVCS	Feline Mammary Gland Carcinoma
▪ April (June) 2023	ABROVET	Canine Oral Melanoma
▪ August 2023	VCS	Canine Urothelial Carcinoma
▪ December 2023	AMONCOVET	Squamous Cell Carcinoma
▪ February 2024	ESVONC	TBD
▪ April 2024	VCS	TBD
▪ August 2024	ABROVET	TBD
▪ December 2024	JVCS	TBD
▪ February 2024	AMONCOVET	TBD

Responsibilities of the host region

- The host region shall select a topic, with no input required from other regions, and convey that topic to all other regions.
- Each region will make a recommendation for one or more potential experts in the field that the host may consider and provide email contact information for those recommended speakers.
- If requested, the host may ask a regional leader to reach out to a speaker to check for availability.
- Sessions should be scheduled at approximately 9 am Eastern time to account for a variety of time zones.
- The host will distribute payments to all speakers, and moderators if desired, with a TOTAL of \$1,000 allocated for each session. The host will pay this fee.
- The host will create artwork/advertising for the session and share with regions.
- The host will set up registration as well as to communicate log in information and send reminders.
- The host will use a virtual platform of their choice to present the online seminar (using its own license if available).
- The host will organize a rehearsal of all speakers in advance of the session.
- The session must be recorded and made available to each of the regions so that they can promote to their members.
- The host may secure a sponsor for this session if desired and advertise that sponsor on the registration materials as well as giving the sponsor a couple of minutes to make comments before the start of the session.



World Veterinary Oncology Day

Starting in 2025, the World Veterinary Oncology Consortium will organize a “World Veterinary Oncology Day.” This one-day event will be hosted at one region’s annual conference or another suitable meeting. The intention is for the host region to include this programming within the overall conference schedule and not have additional programming running concurrently to these sessions.

Hosting of these “World Veterinary Oncology Days” will rotate among the regions annually, meaning that in any given year, only one such “World Veterinary Oncology Day” will be held. The goal of this “day” is to provide an opportunity for each region to highlight and promote veterinary oncology on a global platform at their conference.

The OC will select topics of international interest, ensuring a diverse and engaging lineup. They will invite speakers from various locations worldwide to participate, promoting a global perspective on veterinary oncology.

In addition to traditional presentations, the schedule will include panel discussions, abstract presentations, and other types of programming that encourage the exchange of ideas and foster a broader understanding of potentially competing concepts. The aim is to create a dynamic and enriching experience that brings together veterinary Oncology experts and enthusiasts from around the world to collaborate, learn, and advance the field collectively.

The OC is responsible for

- Annually, create a committee who will assist in planning the “Day.” The committee should consist of up to two representatives from each region.
- Communicating directly with the organizers of the conference in which this “Day” will be held making sure that the logistics are secured for this day-long event.
- Select the topics to be discussed and the speakers who will be invited.
- Confirming all invited speakers and gathering appropriate information and contracts from them.
- Preparing the daylong schedule for this event and sharing it with the regional chair of the event to which this “day” will be held.

The conference organizer is responsible for

- Deciding which day of their conference this “World Veterinary Oncology Day” will be held.
- Prepare printed materials for the proceedings as they would do for any other speaker or session.
- Work with the OC to develop a budget for speakers (honorariums, travel, hotel, etc.)
- Prepare speaker contracts, pay speakers; provide travel and accommodations, and communicate deadlines.
- Accommodate the needed space for the session(s) that are to take place.
- Promote the “day” appropriately within the context of the overall schedule and in signage, eblasts and social media.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereinafter referred to as “MOU” is made and entered into as of January 1, 2024, by and between the undersigned representatives of each of the World Veterinary Oncology Consortium partners (hereinafter referred to as “WVOC Partners”) participating in the World Veterinary Oncology Consortium (hereinafter referred to as the “Consortium”).

1. **Purpose:** The purpose of this MOU is to establish a mutual understanding among the WVOC Partners participating in the Consortium, defining the terms of their collaboration and responsibilities over the period January 1, 2024, through December 31, 2025.
2. **Term and Review:** This MOU shall be effective for a period of two years, commencing from January 1, 2024, until December 31, 2025. The WVOC Partners agree to review and re-evaluate the terms of this MOU every two years to ensure its continued relevance and effectiveness.
3. **Financial Obligations:** The WVOC Partners agree to make payments to the Consortium administrator, currently the Veterinary Cancer Society, as specified below:
 - a. \$1,250 payment due by January 31, 2024
 - b. \$1,250 payment due by January 31, 2025
 - c. Any additional agreed upon expenses to be paid in equal shares, based on region, as they arise and are approved, and paid no more than 30 days after billed by the administrator.
 - d. The administrator fee will be reviewed by the WVOC Partners and agreed upon by a majority vote of the members a minimum of 90 days before the expiration of each MOU.
4. **Cancellation and Withdrawal:** At the completion of each two-year period, each WVOC Partner retains the right to cancel its participation in the Consortium and withdraw its membership. Such cancellation shall be communicated in writing to the administrator of the Consortium, providing a notice of not less than 90 days.
5. **Amendment:** The Consortium understands and agrees that this MOU may be amended, altered, or modified by a majority vote of all participating WVOC partners. Any proposed amendment must be communicated in writing to all WVOC partners, allowing sufficient time for review and consideration.
6. **Miscellaneous:**
 - a. This MOU constitutes the entire understanding between the WVOC Partners and supersedes any prior agreements, written or oral, relating to the subject matter hereof.
 - b. Any changes or modifications to this MOU shall be made in writing and duly executed by all the participating WVOC Partners.
 - c. This MOU shall be binding upon and insure to the benefit of the WVOC Consortium and their respective successors and assigns.

IN WITNESS WHEREOF, the undersigned WVOC Partners have executed this Memorandum of Understanding as of January 1, 2024.

Please sign and date below.

On behalf of ABROVET: _____

On behalf of AMONCOVET: _____

On behalf of ESVONC: _____

On behalf of JVCS: _____

On behalf of VCS: _____