

TASKS FOR GENERAL SECRETARY AT INTERNATIONAL PIG VETERINARY SOCIETY CONGRESSES

Attend the following meetings:

MEETING / EVENT	REMARKS	TIME ?
Rehearsal for Opening Ceremony	Only if required to participate in Opening Ceremony by host LOC President	
Opening Ceremony	Monday Act as MC [only if required by host LOC President]	08h00
Board Meeting	Monday Prepare preliminary agenda six weeks in advance	14h00 ?
Meeting with Partners/Sponsors of the next IPVS Congress	Tuesday	12h30 ?
Follow up Board Meeting	Tuesday, only if necessary	14h00 ?
Meeting with LOC for preparation for General Assembly	Wednesday Prepare agenda and worksheet	09h00 ?
Rehearsal for General Assembly	Wednesday	14h30 ?
General Assembly	Wednesday	15h00
Meeting with Sponsors : debrief of current congress	Thursday Take minutes of the debrief	10h00

DR FRANCOIS A VAN NIEKERK

GENERAL SECRETARY
INTERNATIONAL PIG VETERINARY SOCIETY