

<b>TASKS FOR GENERAL SECRETARY AT INTERNATIONAL PIG VETERINARY SOCIETY CONGRESSES</b>
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Attend the following meetings:

<b>MEETING / EVENT</b>	<b>DAY</b>	<b>REMARKS</b>	<b>TIME ?</b>
Rehearsal for Opening Ceremony	0	Only if required to participate in Opening Ceremony by host LOC President	
Opening Ceremony	1	Act as MC [only if required by host LOC President]	08h00
Board Meeting	1	Prepare preliminary agenda six weeks in advance	14h00 ?
Meeting with Partners/Sponsors of the next IPVS Congress	2		12h30 ?
Follow up Board Meeting	2	Presentation of bids by prospective LOCs	14h00 ?
Meeting with LOC for preparation for General Assembly	3	Prepare agenda and worksheet	09h00 ?
Rehearsal for General Assembly	3		14h30 ?
General Assembly	3	Voting on bids and closing Ceremony	15h00
Meeting with Sponsors : debrief of current congress	4	Take minutes of the debrief	10h00

DR FRANCOIS A VAN NIEKERK

GENERAL SECRETARY  
INTERNATIONAL PIG VETERINARY SOCIETY

