



<b>WCVM Standard Operating Procedure</b>	<b>Effective Date:</b> January 2024
<b>Event/Activity:</b> Student Organized Events (including lunch talks)	

**Purpose: To organize an educational presentation directed to a DVM student audience in the WCVM 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, external to the WCVM (company representative, industry leader, practicing veterinarian, etc.), power point presentation, and sometimes food and beverages.

## **Organization**

The event is organized by the WCVSA or a WCVM S. All lunch talks must be hosted by the WCVSA, a WCVSA-approved 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 focused on one industry's products or services and not for recruitment purposes. To ensure that these rules are being met, the planned presentation by an industry spokesperson should be sent to [paige.links@usask.ca](mailto:paige.links@usask.ca) for approval by email at least a week before the scheduled presentation 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.

**The talk is run by the hosting student club.**

## **Schedule**

Lunch talks can be offered between 12:30 and 1:20 on Mondays and Fridays, only. Talks/events may also be in the late afternoon or evening.



# UNIVERSITY OF SASKATCHEWAN

## Facilities

Requests for the educational presentation and space booking request must be submitted **at least three weeks** before the event date. Submit the form via email to Paige Links and Louise Ferguson. There is about a week turnaround time for room bookings. All events unless specifically requested will be added to the WCVSA website calendar.

## Notification

Students are informed via email on class listservs. Notifications 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 WCVSA.

## 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 WCVM Development and Alumni Relations Office must be consulted before the solicitation is done; [wcvm.supportus@usask.ca](mailto:wcvm.supportus@usask.ca).**

Requests for funding from industry or donors must be professionally done. A formal letter on with the class, WCVSA or club logo should be submitted to the potential donor. 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.

## 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.

## Power Point 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 Student Services Office one week in advance.

## Probation

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

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