



International Veterinary Students' Association **Group Exchange Manual**



Presented by:

Member Organization Director Team

International Veterinary Students' Association (IVSA)



Organizing the Perfect Group Exchange

Content

International Veterinary Students' Association Group Exchange Manual	0
Presented by:	0
Member Organization Director Team	0
International Veterinary Students' Association (IVSA)	0
Organizing the Perfect Group Exchange	1
Introduction	2
Deciding on the perfect time	2
Finding an exchange partner	2
Communication	2
Finding delegates	3
<i>Meetings</i>	3
Budget	3
Food and Accommodation	4
<i>Food</i>	4
Itinerary	4
<i>Educational activities</i>	4
Insurance, vaccinations, health and special needs	4
Unforeseen circumstances and cancellations	5
Evaluation and feedback	5
Contract	5





Introduction

A group exchange is an amazing opportunity to experience a different country and its culture, see another vet school and learn what it's like to study veterinary medicine in that country, meet new people and get many new friends. It's also a great way to promote your local MO, as well as IVSA Global. A group exchange is an agreement between two IVSA member organizations (MO's) to host and visit a group of vet students (must all be IVSA members with up to date membership fees paid) for an agreed number of days.

Included in the manual is also a contract template for the participating MO's to sign, which we recommend and encourage everyone to use, when making group exchanges. A lot of things can go wrong and misunderstandings happen very easily when planning a group exchange. That is why it is nice to have a contract that outlines how the exchange is going to work and it also sums up some important points, e.g. travel insurance and special (medical) needs.

The purpose of this manual is to help you make great group exchanges! A lot of time and effort goes into organizing and planning everything. The hope is that this manual will help you get an idea of where to start, what to do and how to do it. Organizing an event or exchange programs may be loads of work and challenges, but it is rewarding for sure. Don't hesitate to ask for advices from other experienced MOs or the MOD if you get lost on the procedure, they will be more than happy to help you out. Good luck on your exchanges!

Deciding on the perfect time

One of the first steps when planning a group exchange is deciding on a suitable time. You should try to plan it so it doesn't interfere with your schools' exam periods or any other busy periods. Every year, the Member Organization Director will make a survey, asking all MO's about their school holidays and exam periods in order to make a calendar, that will help the MO's in deciding on the perfect time for a group exchange. You should have a look at this calendar to get an idea of, which MOs you could possible make an exchange with.

It's nice to find several different possible dates for your group exchanges so that you can propose several options when deciding on the final dates together with the MO you're going to do the exchange with.

Finding an exchange partner

There are several different ways to find the perfect exchange partner:

- Look for posts in the EO's and Presidents Facebook group.
- Make your own post in the EO's and Presidents Facebook group, asking for an exchange partner.
- Send out a call via email to all MO's in a specific region.
- If you already know exactly what MO you want to do an exchange with, you can contact them directly via email.
- Talk to members of other MO's when attending international events.
- Ask the Member Organization Director for suggestions or inspiration if needed!

Communication

It's very important to keep in touch with your exchange partner, preferable having one main contact person (the EO). Try to answer emails as fast as possible - even if you're very busy, please try to answer the emails, telling them when you'll be able to get back to them with more information. A lot of things can go wrong and misunderstandings happen very easily when planning an exchange, so try to communicate as clearly as possible.

When the exchange is soon to begin, please double check and confirm everything





you've planned, making sure everything (and everyone) is ready to make the best exchange possible!

Finding delegates

Finding enough delegates is usually not a problem when planning exchanges. Set a number of delegates (10 to 15 is usually a good number) and advertise the dates and destination for the exchange; you can put up posters around campus, post on Facebook, and send out emails and so on. Some MO's make application forms for the delegates to fill out, to make sure that all delegates are motivated and committed to the exchange, and some MO's even do interviews. A clear application process makes it easier to choose between delegates, should there be more people interested in joining the exchange. You should try to include people from different years, but especially first year students are good to involve in an exchange, letting them get to know IVSA in a good way and thereby hopefully encourage and motivate them to get involved with IVSA.

Meetings

When you've decided on a group of delegates, you should try to hold some meetings with them. Planning an exchange is a lot of work to do alone, so it's really nice to involve all the delegates in the planning. People probably have some great ideas for activities to do or places to go and some people might also have some good connections to people or places that can help you make a great exchange. It's also really nice for the delegates to get to know each other (if they do not know each other beforehand), before the exchange starts.

Budget

Get a rough idea of cost – this may be one of the most difficult parts of organising the exchange. Thoroughly research the cost of transportation, food and potential activities. Bear in mind the average student's budget and how much sponsorship you've managed to gather so far. Try to cut back the costs by looking for some group discounts, cheaper means of transportation and maybe free lectures. You can also save the accommodation fees by looking for some volunteers to host the exchange students. When the fund is set, fix the participation fees and announce it to the members.

Who pays for the exchange?

The group of students taking part in the exchange from your school will pay for all costs incurred on your hosting week and pay for flights so that when you visit your exchange country you won't have to pay for anything (minus extras, e.g. alcohol)

Where does this money come from?

Each participating member will usually pay a certain fee decided after activities and food have been planned so you have a rough idea of how much hosting your exchange country will cost you. Looking for sponsors is the best way to expand the budget. Asking for some support from your school is also another recommendable way. Other than these, the OCs can earn some money through fund raising activities, such as car washing or cooking parties.

How can we reduce the cost?

Try to cut back the costs by looking for group discounts. You can almost always get group discounts on travel and food just by asking! Look out for free activities such as self-lead tours





of the city and asking your school for free lectures. Normally the only costs are food and travel as if possible you can host your guests in your own homes.

If possible, apply for sponsorship for your exchange. Ask previous EOs if companies have sponsored them before, and keep an updated list of which companies you've asked and what their replies were. Explain to any potential sponsors why this exchange is important to the students at your vet school who will take part in it.

Food and Accommodation

Make sure you find a place that is safe and secure for participants and their belongings to stay. Your faculty might be able to offer student housing, which is a great and often cheap form of accommodation. Letting your members hosting the visiting students is also a great way to organize accommodation, you just have to make sure, that everyone can provide a reasonable place for sleeping.

Food

We understand that you would like to show your special/traditional food to the exchange participants, but make sure you inform them about the ingredients and taste so that participants who might have dietary restrictions will know. You can also serve some general meals that everyone can consume. Make sure to pay attention to any special request regarding dietary restrictions and do your best to cater for any special needs

Itinerary

Gather ideas for the hosting leg of the exchange in your country. Try and be realistic, and try to arrange a good balance of play and rest. Good ideas for group activities include going for a visit to a historical site, sightseeing, traditional activities (for example teaching your guests a national dance) and pub crawls. Remember that the exchange also always must include an educational programme!

Try not to make the schedule too tight - people won't mind having an afternoon with no real plans! And don't make promises you can't keep. If a thing or event in your itinerary is uncertain, it is better to not put it in your itinerary - that way you won't disappoint people if things are not working out for you. And you can then surprise people with an extra experience, if the event or thing is going to happen anyways!

Educational activities

Arrange a tour of your vet school if possible, and see if you can find any lecturers willing to conduct a workshop or give a lecture that you think your exchange partners might find interesting. You can also add a visit to an animal related facility such as zoos, rehabilitation centers, farms etc.

Insurance, vaccinations, health and special needs

If required, please list all vaccinations that are required in your country and make sure all participants have had those vaccinations. Always make sure to ask, if participants have any special medical needs or allergies that needs extra consideration. You can ask to see proof of vaccination if it is very important to you.

All delegates are required to have valid travel insurance that also includes medical insurance.





Unforeseen circumstances and cancellations

As soon as both parties agree on doing the exchange and sign this contract, there are no possibilities to cancel the agreement. If one of the parties decides to cancel the agreement, the MOD should be informed of this breach of contract. Sanctions may vary, with a possibility to be blacklisted in any group or individual exchanges and/or other events for a certain period of time.

Evaluation and feedback

If you have suggestions and/or critics after an IVSA group exchange program, you can submit it through an evaluation form which will be given by either the MOD Team or EO that held the program. Try to fill it with your heart and as open minded as you can - this will help improving future group exchanges. It can also be beneficial to ask the participants from your own country to evaluate the group exchange.

Contract

Before finalize your group exchange program, you will be asked to fill out a contract by the MOs who are doing a group exchange program, and this contract can be submitted to the MOD Team. This contract will include an agreement between parties (e.g. itinerary, accommodation, etc.) and will be sign by all parties. (check [attachment 1](#))





Contract for group exchanges

Participating Member Organizations:

IVSA MO1

IVSA MO2

1. Dates and places:

The exchange will take place in:

Country/city from the dd.mm.year-dd.mm.year

Country/city from the dd.mm.year-dd.mm.year.

2. Accommodation:

The delegates will be accommodated by the hosting MO's delegates/active members.

The host will provide the guest with a bed/couch/air mattress, blankets and a pillow.

In the morning, the host will provide breakfast.

(Change the above according to your plans).

3. Delegates:

The number of delegates from *IVSA MO1* is:

The number of delegates from *IVSAMO2* is: _

4. Expenses:

All delegates pay for their own transportation when traveling to the other MO.

The hosting MO will pay for everything (including meals, public transport, entry to museums, etc) during the exchange. All extra snacks, drinks, alcoholic beverages etc. are bought at the delegates' own expenses.

(This is just a suggestion; change the above according to what you agree on).

5. Itinerary/program:

The itinerary for the exchange in country/city 1 includes:

1. Tour of the Faculty
2. Sightseeing
3. Visit to a zoo/farm/medical company
4. Workshops
5. Lectures
6. Cultural events
7. Party

The itinerary for the exchange in country/city 1 includes:





1. Tour of the Faculty
2. Sightseeing
3. Visit to a zoo/farm/medical company
4. Workshops
5. Lectures
6. Cultural events
7. Party

(The above is just suggestions and they should be changed according to your planning. You don't need to write your entire itinerary here, it is just supposed to give an overview of what can be expected.

Try not to make the schedule too tight - people won't mind having an afternoon with no real plans!

Also, don't make promises you can't keep! If a thing or event in your itinerary is uncertain, it is better to not put it in your itinerary - that way you won't disappoint people if things are not working out for you. And you can then surprise people with an extra experience, if the event or thing is going to happen anyways!)

6. Insurance:

All delegates are required to have valid travel insurance that also includes medical insurance. All exchanges are arranged at the applicants' own risk and IVSA cannot be held responsible for any loss, injury, or death resulting directly or indirectly from exchanges arranged through the organization.

7. Vaccinations, health and special needs:

All delegates should make sure that their vaccinations are up to date.

Please inform the hosting MO about any special dietary requirements or restrictions, allergies, chronic/diagnosed diseases, or and other special medical needs.

8. Cancellation

As soon as both parties agree on doing the exchange and sign this contract, there are no possibilities to cancel the agreement.

If one of the parties decides to cancel the agreement, they will be banned from doing an exchange with the other party for 4 years and the MOD will be informed of this breach of contract.

IVSA MO1

Date:

IVSA MO2

Date:





Signature:
Position in IVSA:

Signature:
Position in IVSA:

