

WSAVA Venue Checklist

Purpose:

To verify that all venues used for WSAVA-supported in-person events meet safety, accessibility, hygiene, technical, and ethical standards—ensuring a professional, inclusive, and secure environment for all participants.

Event Details

- Event Title: _____
- Event Type: ☐ Regional CE ☐ Co-Branded Event ☐ Other: _____
- Venue Name: _____
- Venue Address: _____
- City/Country: _____
- Venue Contact (Name, Email, Phone): _____
- Event Organizer(s): _____
- Reviewed By: _____
- Review Date: _____
- Completion Deadline: **4–5 weeks before event (prior to registration launch)**

Checklist Sections

A. Emergency Preparedness & Human Safety

Requirement	Verified?	Notes/Follow-Up
Emergency exits clearly marked and accessible	☐ Yes ☐ No	
Onsite emergency medical support plan in place	☐ Yes ☐ No	
Venue has fire extinguishers and compliance with fire codes	☐ Yes ☐ No	
Venue staff briefed on WSAVA Code of Conduct & incident response	☐ Yes ☐ No	
Evacuation plan visible and/or available to participants	☐ Yes ☐ No	

B. Hygiene & Public Health

Requirement	Verified?	Notes/Follow-Up
Sufficient restrooms (clean, accessible, gender-inclusive where possible)	☐ Yes ☐ No	
Handwashing and sanitizing stations available throughout venue	☐ Yes ☐ No	
Venue complies with current local/regional public health guidelines	☐ Yes ☐ No	
Waste disposal (general, medical, and biohazard if needed) managed appropriately	☐ Yes ☐ No	

C. Accessibility & Inclusion

Requirement	Verified?	Notes/Follow-Up
Step-free access to all public and event-related areas	☐ Yes ☐ No	
Elevators available for multi-level venues	☐ Yes ☐ No	
Accessible restrooms and seating options	☐ Yes ☐ No	
Quiet room or sensory-sensitive space available or adaptable	☐ Yes ☐ No	
Accommodations for visual, hearing, or neurodiverse needs planned	☐ Yes ☐ No	
Multilingual signage or staff available, if appropriate	☐ Yes ☐ No	

D. Animal Welfare (If Animals or Cadavers Will Be Used)

Requirement	Verified?	Notes/Follow-Up
Dedicated preparation and disposal areas meet veterinary ethics standards	☐ Yes ☐ No	
Private access routes and secure holding space for live animals (if applicable)	☐ Yes ☐ No	
Humane transport and storage protocols reviewed with local partner	☐ Yes ☐ No	
WSAVA Scientific Advisory Committee approval confirmed	☐ Yes ☐ No	

E. Technical & Learning Environment

Requirement	Verified?	Notes/Follow-Up
AV capabilities confirmed (projectors, microphones, internet, hybrid capacity if needed)	☐ Yes ☐ No	
Rooms allow for visibility, audibility, and interaction for diverse learning styles	☐ Yes ☐ No	
Accessibility of materials (e.g., screen readers, printed copies upon request) considered	☐ Yes ☐ No	
Speaker/staff prep areas available	☐ Yes ☐ No	

F. Code of Conduct & Participant Safety

Requirement	Verified?	Notes/Follow-Up
WSAVA Code of Conduct displayed digitally or onsite	☐ Yes ☐ No	
Clear signage for reporting incidents or accessing support	☐ Yes ☐ No	
Venue agrees to zero-tolerance harassment policy	☐ Yes ☐ No	

Reviewer Signature: _____

Title/Role: _____

Date of Submission: _____