Organizing the Annual Conference of the Canadian Society of Zoologists

Prepared by:

A. W. Shostak (Treasurer)
D. J. Martell (Secretary)
G. G. Goss (2006 LOC Chair)

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INTRODUCTION

According to the Bylaws of the Canadian Society of Zoologists (the Society):

> X-1 Once each year there shall be held an Annual Conference of the Society for the presentation of lectures, scientific papers, awards, demonstrations, etc., and for the transaction of business at meetings of the Council and at an Annual General Meeting. The time and place of each Annual Conference shall normally be fixed by the Council at least three years in advance and shall be announced at the Annual General Meeting preceding that Annual Conference. The Council shall adopt policy and procedures to assist the Local Organizing Committee in planning the Annual Conference.
>
> X-2 There shall be an Annual General Meeting, held during the Annual Conference, for the transaction of business of the Society. All members of the Society may attend the Annual General Meeting and vote subject to Bylaw II 3 f. The President shall preside over the meeting. In the absence of anyone eligible to perform the duties of President according to these Bylaws, those present at the meeting who are eligible to vote shall elect from among themselves a person to preside over the meeting.

The Annual Conference is one of the major functions of the CSZ. The Society relies on a Local Organizing Committee (LOC) to plan and execute the details of the conference to meet the basic needs of the Society. As long as basic Society needs are satisfied, the LOC is given fairly free reign in planning the meeting, and is encouraged to put their unique mark on the affair.

OVERVIEW

The details of a meeting depend on the locale and facilities available, specific events to be included, level of local support, composition and experience of the LOC, and so on. Therefore this document is intended to be a general planning guide that can be adapted by the LOC to suit their situation. It is the intention of the Society to keep this document updated, and to provide each LOC with the most up to date version.

The Society recognizes the tremendous service done for the Society by each LOC and it is the responsibility of the Society to provide all reasonable assistance to each LOC to ensure the success of their meeting. However, a poorly organized meeting can harm the Society, and therefore it is the responsibility of an LOC to be diligent in their planning, to communicate potentially serious problems to the Society, and to work with the Society to resolve those problems.

SCIENTIFIC PROGRAM

The scientific program of the conference comprises symposia, plenary lectures (associated with major awards), workshops, a ZET (Zoological Education Trust) event, oral contributed papers and posters. Symposium organizers choose the topic and speakers for their symposium. Awards and associated plenary lectures, and workshop topics, are chosen by the Society. The LOC organizes the ZET event. Currently, the Society encourages acceptance of all oral and poster submissions, without quota. However, in the case of limited facilities or program space the LOC may limit the number of posters or oral papers and request that the submitter present in the alternate format.

BUSINESS PROGRAM

The Society has three business meeting during the conference, two Council meetings and the Annual General Meeting of the Society. Sections hold their annual business meetings in conjunction with a section luncheons.

SOCIAL PROGRAM

The social aspects of the program, while not necessarily extensive, are critical to the success of a meeting. Adequate time must be incorporated into the overall program to allow delegates a reasonable time to visit one-on-one. Normal social events include an opening reception, morning and afternoon coffee breaks, a grad student mixer, and a conference banquet and silent auction. The poster session is often turned into a combination scientific session and social event as well. Time permitting in the program, a free afternoon is often scheduled. Some LOCs organize tours to local attractions during this free afternoon, but this is not required and its suitability also depends on the meeting location.

APPLYING TO HOST AN ANNUAL CONFERENCE

The Society tries to choose conference locales on a rotating basis, on the scheme Central-East-Central-West-Central … where Central refers to Ontario and Quebec. If you are considering an offer to host a conference, check with the Secretary for the next available year. Typically, meeting sites are chosen about 3 years in advance. Then, prepare a proposal indicating your willingness to organize a meeting and present it to the CSZ Council, which normally meets every May and November. At a minimum, the proposal should indicate tentative dates for the meeting, individual who have agreed to serve on the LOC, and the facilities that you have tentatively booked for the meeting (pending Council approval). Council will then vote on the proposal.

LOCAL ORGANIZING COMMITTEE

Each Local Organizing Committee will normally consist of a Chair (or at most two co-Chairs) responsible for general oversight of the arrangements. There may be other committee members assigned responsibility for specific aspects of the meeting (e.g. scientific program, finances, food services, social program). An LOC may enlist the aid of student volunteers or hire professional services within our from outside their university to assist them as required. The Chair of the LOC is given freedom to assemble the committee to best accomplish the planning and execution of the conference.

Although the LOC is only required to submit periodic reports to Council, one member of the LOC should endeavor to attend the December Council meeting that immediately precedes their conference, as many decisions critical to the meeting are made here.

COMMUNICATION WITH THE SOCIETY

Most communication to and from the Society should be via the Secretary, except for financial matters which should be through the Treasurer, and for activities related to the sections of the Society which should be through the section Chairs (list available from Secretary)..

Each LOC is responsible for submitting periodic reports to the Council as specified in the bylaws or when requested by the Society. The content of the reports will vary (see Appendix) but the main purpose is to satisfy the Society that the LOC is meeting organizational requirements of the timeline.

The Society is responsible for communicating their needs to each LOC in a timely fashion.

DATES FOR THE CONFERENCE

The conference is normally held during the second week of May (or one week either side). Duration of the meeting is normally Monday (registration day) to Friday or Tuesday (registration day) to Saturday. Dates and duration of the meeting are negotiable with the Society

JOINT MEETINGS

The Society occasionally meets jointly with other groups. If an LOC is proposing to host a joint meeting, this can only be done with Society approval, and the Society should be approached with this proposal as far in advance as possible.

THEME AND LOGO

It is not required that a conference have a formal theme. However, an LOC may choose a theme for their meeting. A theme can set a good tone for a conference, but the theme will not be binding on the organizers of section symposia or on those contributing papers or posters.

Most conferences come up with a unique logo that is included on all conference advertising, t-shirts, the program, etc. Someone on the LOC with artistic talent may develop one, or you may decide to hold a contest among your students (with a prize such as free registration, a free banquet ticket, or the like).

EXPECTED ATTENDANCE

Proper planning requires a reasonable estimate of expected attendance. Historically, attendance varies considerably by locale, although there has been a general trend for increasing attendance. In recent years, conferences have had between 200 and 375 delegates. The Society has started maintaining a database of meeting attendances and delegate composition and a “best guess” will be provided by the Society at the time facility bookings and accommodations are being arranged because these are done well in advance of the first receipt of meeting registrations. Once meeting registrations start arriving, actual attendance can be estimated more precisely for things like food services, which do not require as much advance booking.

Keep in mind that attendance tends to drop throughout the conference. The first 2 full days are usually fully attended, the 3rd day may have about 70-80% attendance, and the last day may have only 50-60% attendance. The exact drop will vary depending on the program and location.

SUMMARY OF STANDARD CONFERENCE PROGRAM ITEMS

The following items constitute the usual requirements that the Society has for its annual conference. Developing the Program is essentially the juggling of all these events into the time of the meeting. Detailed descriptions of these items follow.

1. Contributed Oral Paper Session(s)
2. Contributed Poster Session(s)
3. Section Symposia
4. Opening Reception
5. Fry Medal Presentation and Lecture (Plenary)
6. Bob Boutilier New Investigator Award Presentation and Lecture (Plenary)
7. Cameron Outstanding PhD Thesis Award Presentation and Lecture (Plenary)
8. Wardle Award Presentation and Lecture
9. Student Travel Grant Program
10. Hoar Award Competition
11. Battle Award Competition
12. Section Student Paper Competition(s)
13. Section Lunches and Business Meetings
14. Society Banquet and Awards Night
15. Silent Auction
16. Council Meeting 1
17. Annual General Meeting
18. Council Meeting 2
19. ZET Event
20. Women In Science Workshop
21. President's Workshop
22. Grad Student Mixer
23. LOC Symposium

COMPOSITION OF THE CONFERENCE

DESCRIPTION OF STANDARD CONFERENCE PROGRAM ITEMS

The following descriptions provide an overview of each program item and the role of the LOC where there are overlapping responsibilities.

1. Contributed Oral Paper Session(s)

Rooms should normally be booked at least 1 year in advance. Standard oral presentations are 15 minutes (including question time). The number of rooms can be confirmed once the abstract submission deadline has passed and the program is finalized. Prior to that, an estimate can be made based on a previous year's program. There will almost certainly be the need for concurrent sessions, sometimes as few as two but often as many as five.

The ideal meeting room allows people to enter and leave with minimal disruption, has the ability to dim room lights, and is close to the coffee break area but not so close that conversation from the coffee break crowd can disturb sessions in progress. Arrange to have squeaky door hardware lubricated before

the conference. Rooms should be reasonably close together to allow people to move easily between concurrent sessions. The ideal room setup is rarely found and compromises are the rule.

Each room should be equipped with an LCD projector, computer and screen. In the call for papers you should inform participants of the computer platform and software you will be using so that they can properly check out their talks. Currently, PowerPoint is the standard for presentation. Presenters can be expected to bring their talks on USB memory sticks or CD/DVDs. While technical problems with computer/LCD projection are infrequent, they do occur. As a backup you should have available a spare computer and projector, or access to prompt technical support who can change a projector bulb quickly. The use of 35mm slides or overheads has all but disappeared and there is no need to accommodate such requests. However, either an overhead projector or black(white)board in each meeting room may be useful during question periods or if there are projection problems that cannot be resolved quickly.

Provision of water for speakers is a nice touch. A microphone may be needed in larger rooms. Some form of pointer (mechanical or laser) should be available. Have spare batteries available for laser pointers. If any extension cords need to be run, make sure they are taped down to avoid tripping.

At least one person should be assigned to each room before and during sessions, to assist people in loading their presentations. It would be helpful to save files with the presenter's name and time to expedite loading.

The LOC is responsible for arranging session chairpersons. Suitable local people can be approached or people can be solicited externally once abstracts have be received (those individuals will be present at the conference). Section chairs may be solicited for recommendations as well. Always get confirmation from individuals before assigning them as session chairs. Take care to avoid scheduling a person as session chair in either the session in which they are presenting a paper, or in another session that conflicts with the session they are chairing.

2. Contributed Poster Session(s)

The room for the poster session(s) should be booked at least 1 year in advance to ensure availability. You should also book the rental of the poster boards themselves far in advance. The number of posters can be estimated from a previous year's program and fine-tuned once the abstract submission deadline has passed.

An ideal poster room is available from the start of the meeting until the day of the poster session(s), but at a minimum should be available the entire day of the session. This will allow posters to be put up early and viewed prior to the session. The room should be large enough to accommodate all poster boards with ample space between to allow flow of people. Plan to allow at least 1.5 hours for the scheduled poster session, with authors in attendance. To avoid congestion during the session, you might have authors of an even-numbered poster attend their poster during the first half of the poster session, and authors of odd-numbered posters during the second half.

If more poster presentations are submitted than space allows, multiple poster sessions need to be held. This situation is to be avoided because of the additional time requirement it places on the overall program. Separate poster sessions should be scheduled to allow sufficient time for set-up, viewing, judging, and take-down.

Standard poster boards are 4'x8' and can accommodate two 4'-wide posters on each side. Whatever size board you have, you should decide on a maximum permissible poster size and make this clear in the call for papers.

Most poster boards require thumbtacks to affix posters and you should have a large supply of these available. Tape (for poster repair etc.) and pens and paper should be available.

You may consider providing some level of food and beverage service (see "Food Service") particularly if the scheduling of the poster session(s) would not allow reasonable time for people to eat dinner.

3. Section Symposia

Each section of the Society (currently there are four- Comparative Morphology and Development [CMD]; Comparative Physiology and Biochemistry [CPB]; Ecology, Ethology and Evolution [EEE]; Parasitology [Par]) is normally permitted to organize one symposium. In your preliminary planning, you should expect that each section will do so. The sections are required to notify Council at the December Council meeting preceding the conference, of their intention to hold a symposium and to provide a tentative title and list of speakers, and at that time you can obtain this information from the Secretary.

There is usually insufficient time in the program to make all symposia plenary. However, most are plenary and they are usually well attended. If possible, a large room should be reserved to host all plenary events of the conference. Facilities in this room should be as for contributed paper sessions, except that provision of water for speakers is a must.

Plan to allocate each symposium 2 hours (usually 1 hour before coffee break and 1 hour after). If a section requires a different amount of time it is up to the section to contact the LOC.

The role of the LOC is section symposia ends at provision of facilities, scheduling and inclusion in the printed Program. Selection of speakers, submission of titles and abstracts, selection of session chair, and proper meeting registration of speakers is the responsibility of the section. It is also the responsibility of the section to discuss and arrange the level of reimbursement that each speaker will receive. Speakers are expected to register, pay registration fees, submit abstracts, and arrange their transportation, accommodation and meals as are all other people attending the conference, and claim the agreed reimbursement of their expenses through the section chair after the conference.

Each section symposium is allocated a budget of $2000 (2007 amount). The LOC raises that money through registration fees (See "Finances"). Section chairs are requested to have their speakers pay all expenses initially, then submit receipts for reimbursement after the meeting. However, you may get a request from a section chair to pay their speakers' registration fees or accommodations up front. That is OK. Just keep a record of those payments; it comes out of the $2000 budget. See the document, "Payment of Symposium Expenses at CSZ Annual Conferences", available from the Treasurer or Secretary.

The symposium organizer is usually the chair of a symposium session.. However, confirm this with them.

4. Opening Reception

It is customary to have an opening reception during the evening of the first day of the conference (registration day). In recent years this has been coupled with the Fry Medal presentation and lecture (below). The facility should have ample space for people to circulate and visit, and easy access to the room used for the Fry Lecture. You can expect that about ¾ of registrants will attend the reception; there will always be some who are still traveling or who choose not to attend.

Food and beverage service offered at opening receptions varies widely among conferences. At a minimum there should be "soft drinks and munchies" available, although bar service is desirable. Whether or not to charge for beverages, and the type of food service provided, will depend on the budget of the conference (see "Finances"). This should be indicated in the program or prominently at the registration desk (e.g. "Cash bar", "Hors d'oeuvres provided"). You don't want to provide great food and find out that everyone ate before coming, or have people coming hungry and finding out that little food is available.

The reception can be continued after the Fry Lecture, or can end when the lecture starts.

5. Fry Medal Presentation and Lecture (Plenary)

The Fry medalist is selected by the Society and is usually confirmed at the time of the December Council meeting. The Secretary should inform the LOC of the name of the medalist and the title of the lecture in January. The Fry medalist is asked to make all their own arrangements for the meeting, including travel, registration, meals and accommodation. They are reimbursed by the Society.

This must be a plenary session, in a room large enough to accommodate most of the registrants. Audiovisual capabilities should be as for "Contributed papers". The length of the lecture, including introduction, lecture and award presentation, is normally 1 hour.

The President is usually the session chair. Confirm this with them. There may also be a different individual who is introducing the recipient. Get this information from the President and include the name of the introducer in the program.

6. Bob Boutilier New Investigator Award Presentation and Lecture (Plenary)

The Boutilier Award recipient is selected by the Society and is usually confirmed at the time of the December Council meeting. The Secretary should inform the LOC of the name of the recipient and the title of the lecture in January. The recipient is asked to make all their own arrangements for the meeting, including travel, registration, meals and accommodation. They are provided a cash prize by the Society.

This must be a plenary session, in a room large enough to accommodate most of the registrants. Audiovisual capabilities should be as for "Contributed papers". The length of the lecture, including introduction, lecture and award presentation, is normally 1 hour.

The President is usually the session chair. Confirm this with them. There may also be a different individual who is introducing the recipient. Get this information from the President and include the name of the introducer in the program.

7. Cameron Outstanding PhD Thesis Award Presentation and Lecture (Plenary)

The Cameron Award recipient is selected by the Society and is usually confirmed at the time of the December Council meeting. The Secretary should inform the LOC of the name of the recipient and the title of the lecture in January. The recipient is asked to make all their own arrangements for the meeting, including travel, registration, meals and accommodation. They are reimbursed by the Society.

This must be a plenary session, in a room large enough to accommodate most of the registrants. Audiovisual capabilities should be as for "Contributed papers". The length of the lecture, including introduction, lecture and award presentation, is normally 1 hour.

The President is usually the session chair. Confirm this with them.

8. Wardle Award Presentation and Lecture

The Wardle medalist is selected by the Parasitology section and is usually confirmed at the time of the December Council meeting. The Secretary should inform the LOC of the name of the medalist and the title of the lecture in January. The medalist is asked to make all their own arrangements for the meeting, including travel, registration, meals and accommodation. They receive a small cash prize from the Section.

This should be scheduled as a plenary session *if possible*, but as a section event it can be scheduled concurrent with other sessions if the program is tight. If concurrent, check with the Parasitology section for opinions regarding the type of concurrent sessions least likely to conflict in topic. Audiovisual capabilities should be as for "Contributed papers". The length of the lecture, including introduction, lecture and award presentation, is normally 1 hour.

The chair of the Parasitology section is usually the session chair. Confirm this with them. There may also be a different individual who is introducing the recipient. Get this information from the chair and include the name of the introducer in the program.

9. Student Travel Grant Program

The Society uses a travel grant program to encourage and assist travel of students to the annual meeting. The LOC takes a major role in administering the program. The minimum level of funding for each conference is $5000, which the LOC is asked to raise through registration fees. The Society may top that amount up from surpluses generated by previous conferences. In addition, starting 2007 and for an initial 5-year commitment, EPCOR Water Services will contribute $5000 per year for student travel.

The LOC should advertise the travel grant competition (see sample advertisement in the Appendix), receive applications, choose recipients and choose the amount of travel support each recipient is to receive. The number and amount of awards is up to the LOC to decide, based on availability of funds and number of applicants. Typically, the awards range up to $500 per student, although you are free to award more. Keep in mind that a large number of small awards requires processing a large number of cheques.

Because of its particular conditions, the EPCOR Awards requires that you select and submit a list of 10 student names, and their contact information (e-mail preferred), to the Treasurer. Each of these students

will be notified by the Treasurer directly, and receive a $500 award paid by the Society directly to the student. Therefore, it is suggested that you select any 10 students that you were planning to award $500. The remaining students on your list can be made awards out of the base $5000 plus any top up that you have. It is customary to notify the students if their application was successful and the amount of their award, and to pay the award by giving them a cheque at the registration desk. The award is only given to students who attend the meeting.

If your LOC has opened its own chequing account, the payment of the travel grants poses no problems. If conference finances are being handles through a university financial services department, sometimes this poses problems. Sometimes they will simply issue cheques on the say-so of the LOC. However, they may require that a separate employee account be opened for each recipient, which creates un-needed work for the LOC. In that case, forward a list of recipients and amounts to the Treasurer, who will then write the cheques and bring them to the conference. Reconciliation of the payments can be done after the conference.

10. Hoar Award Competition

The Hoar Award is given for the best student oral presentation at the conference. Students intending to compete for the award submit an abstract as usual to the LOC. They also submit copies of their abstract to the First Vice-president, who chooses a committee to evaluate the abstracts and select about seven for judging at the conference. It is the responsibility of the First Vice-president to notify the LOC of the individuals who will be judged. It is the responsibility of the LOC to advertise the competition (see sample in Appendix), notify the First Vice-president of the names of students who indicated a desire to enter the competition, provide a place on the registration form for students to indicate that they wish to compete, and to schedule the papers selected for judging in sessions early in the week, and at non-overlapping times, so that the judging panel can view all the presentations. It is the responsibility of the student to indicate their intention to participate, and to supply copies of their abstract to the First Vice-president.

11. Battle Award Competition

The Battle Award is given for the best student poster presentation at the conference. Students intending to compete for the award submit an abstract as usual to the LOC. It is the responsibility of the Second Vice-president to choose a committee of judges. It is the responsibility of the LOC to advertise the competition (see sample in Appendix), provide a place on the registration form for students to indicate that they wish to compete, and to provide the Second Vice-president with a list of students participating in the competition. It is the responsibility of the student to indicate their intention to participate.

12. Section Student Paper Competition(s)

Each section holds a student paper competition. It is the sections' responsibility to organize their competitions. It is the responsibility of the LOC to provide a place on the registration form for students to indicate that they wish to compete in these competitions, and to notify section chairs of the students indicating a desire to compete. The competitions should be indicated as Hall Prize (CMD), Holeton Prize (CPB), Lindsey Prize (EEE) and Fallis Prize (Par). It is the responsibility of the student to indicate their intention to compete.

13. Section Lunches and Business Meetings

Each section will require a luncheon during which they hold their annual business meeting. This will require a separate room with food service capabilities. The luncheons are normally scheduled from 12:00-13:00h, but if space in the program permits they may be scheduled for a bit longer, such as from 11:45-13:15h or so. There should be a head table set up for the section Chair to conduct the business meeting, and if a large room with many in attendance a microphone should be provided.

There are normally three noon-hours available for luncheons and four sections, so there will be concurrent luncheons on at least one day. Contact the Secretary for an opinion as to which luncheons are least likely to cause conflicts among members wishing to attend more than one.

Most caterers will want firm attendance numbers at least a few days before each luncheon. Find out what their deadline is. You may be able to offer additional luncheon tickets for sale at the registration desk until that deadline.

It is probably easiest to print tickets for the luncheon and to expect people to produce the ticket for admission to the luncheon or when they get their meal. Your caterer may have special procedures; find out what they are.

14. Society Banquet and Awards Night

The banquet is a major social function at each conference. It is held in conjunction with a silent auction (see below) and is also used for the presentation of awards from the student paper competitions and occasionally other Society awards. Expect that ¾ of delegates may want to attend the banquet, so a facility with sufficient capacity should be reserved. The banquet room or an adjacent room should have sufficient capacity to hold tables for the silent auction, and there should be a podium and microphone.

It is probably easiest to print tickets for the banquet and to expect people to produce the ticket for admission to the banquet or when they get their meal. Your caterer may have special procedures; find out what they are.

The usual sequence for the banquet is to have a pre-meal reception (cash bar) for ½-1 hour, then the meal, then the awards ceremony. The silent auction usually runs from the start of the reception until after the awards.

15. Silent Auction

A silent auction is held as a fund-raiser, on the evening of the banquet. The auction is organized by a different section each year (decided by Council), and that section shares in the proceeds with the remainder going to the ZET, a charity affiliated with the Society. It is the responsibility of the LOC to provide a box to receive donated items at the registration desk, to inform registration desk personnel about the box and to have them affix a note indicating the donor’s name on each item, and to provide tables at the banquet for auction items to be displayed. About 10 rectangular tables, placed around the periphery of the banquet room or in an adjacent room, usually suffices. It is the responsibility of the section

organizing the auction to advertise the auction and solicit donations, to catalogue and prepare items for display, to provide bidding sheets and pens, to receive payment after the auction closes, and to forward the proceeds to the Treasurer.

16. Council Meeting 1

The Council of the Society hold what is normally an all-day business meeting on the first day of the conference (registration day), normally running from about 09:00-17:00 hr. This requires a private meeting room that can seat about 25-30 people. Preferably, a department or faculty conference room can be booked at little or no cost. Access for Council members should be arranged if the building would otherwise be locked.

A few accessible power bars should be provided to plug in laptop computers. Normally, overhead or LCD projectors are not required unless specifically requested by the Secretary. Costs for this Council meeting are to be paid initially by the LOC, but will be reimbursed by the CSZ after the conference, so they do not have to be recouped through registration fees.

17. Annual General Meeting

The Annual General Meeting (AGM) is the annual business meeting of the Society and is normally held following the last scientific sessions on the last day of the meeting. It is the most important meeting of the year and should be held in a dining room where it is possible to communicate and hold an efficient meeting. A microphone should be provided. Normally, overhead or LCD projectors are not required unless specifically requested by the Secretary. Usually, about ½ of registered delegates will attend the AGM.

The AGM usually lasts 1-3 hours (depending on amount and type of business to be conducted) so the room should be available for that period at least.

18. Council Meeting 2

The Council of the Society holds a second brief business meeting, usually lasting 1-2 hours following the AGM. This requires a private meeting room that can seat about 25 people; usually the same room used for Council meeting 1 is used. Access for Council members should be arranged if the building would otherwise be locked.

19. ZET Event

Each LOC is asked to organize an event on behalf of ZET. This event should be something of interest to the members of the Society, but it is mainly intended as a free public event to highlight some aspect of zoology, and the public should be encouraged to attend. The ZET event is frequently a public lecture on a topic of current interest, but it has also taken the form of workshops and visits by prominent zoologists to local schools. The event has been held on university campuses, public auditoriums, science centers and museums.

The LOC should consider topics/people for the ZET event well in advance so that appropriate arrangements can be made. Some venues (such as museums and science centers) have ongoing speaker series that might be tapped in to, with the venue having a built-in advertising process. For other venues, the LOC may need to make all arrangements. The LOC is encouraged to communicate with the Society regarding the ZET event, particularly if there is difficulty in identifying a suitable event.

Up to $1000 is currently budgeted each year by ZET for this event. The LOC can pay the costs initially and send receipts to ZET via the Treasurer for reimbursement, or can arrange for ZET to be billed directly. The costs can pay room rentals, advertising, speaker transportation, reception, etc. Any costs above $1000 should be paid by the LOC and should be budgeted for.

Hosting a ZET event is not an absolute requirement for the conference. However, a successful ZET event not only enhances the meeting for our members, but provides an excellent opportunity to educate the public about what zoologists do, on a topic of popular interest.

20. Women In Science Workshop

A Women in Science workshop has been held for several years in a row. This is organized by someone in the Society. The LOC should confirm with the Secretary in January whether a workshop has been organized. If one is to be held the LOC should arrange a venue that will hold about 1/3 of registered delegates, preferably seated around tables, with a head table for workshop leaders. The workshop will be about 1.5 hours long. It should be a plenary event.

21. President's Workshop

A President's workshop is held from time to time. It is organized by the President. The LOC should confirm with the President in January whether a workshop is to be held, and what form of room would be most appropriate. This is a plenary event. As a default, the room reserved for the plenary symposia and lectures should be available. If the President has other room requirements, an effort should be made to accommodate the request, recognizing that this might not be possible given the time frame.

22. Grad Student Mixer

Space on the program should be reserved for a "grad student mixer". At its minimum, which is the usual way it occurs, arrangements are made either at a campus pub or local watering hole (i.e. cheap beer) to reserve it for exclusive use by conference delegates during the mixer, which is usually an evening event starting after other conference activities have ended for the day (e.g. 20:00 or 21:00 hr). The mixer has also been held in conjunction with the poster session, continuing on after the end of the poster session in the same venue. Usually it is a cash bar, although conference budget permitting, student registrants may be provided with 1 free drink ticket. Food service at the mixer is usually minimal (e.g. popcorn or chips).

The graduate student members on Council may have special requests for the mixer. If so, it is their responsibility to discuss these with the LOC well ahead of time.

23. LOC Symposium

The LOC may choose to organize their own symposium. If a theme has been chosen for the meeting, that is often highlighted in the LOC symposium. However, the topic of the LOC symposium, or even whether to organize one or not, is a decision for the LOC alone.

If held, the LOC symposium is structured similar to the section symposia. About 2 hours in the program should be allotted, it is a plenary session, and the budget should be $2000 maximum, which is raised through registration fees. Of course, if the symposium is planned and the cost is known ahead of time, only the actual cost need be raised. See the document, "Payment of Symposium Expenses at CSZ Annual Conferences", available from the Treasurer or Secretary.

OPTIONAL CONFERENCE ITEMS

Some LOCs choose additional arrangements beyond the basic requirements of the conference. These are optional.

1. Media coverage

If the LOC feels that some aspect of the program, or some of the speakers, may warrant media attention in their community, they may approach their local media (university, outside print, radio or TV).

2. T-shirts

Many meetings produce and sell a commemorative t-shirt with their conference logo. Any proceeds may be used to support the conference, but some LOCs have used profits from this to support their local student association and the like. Most communities have commercial outfits that specialize in this, needing only the artwork.

3. Exhibitors

Some conferences arrange and sell space for commercial exhibitors (publishers, biological supply companies, etc.). This can raise additional funds for running the conference, usually $500 per table or so is requested. It is not expected that LOCs raise funds in this way, but it can be a low-effort way to enhance the conference for LOC members who are on close terms with local suppliers. All that is usually required is the provision of a table, power supply, and acknowledgement in the program. Locate exhibitor table in a prominent location such as near location of coffee breaks.

PROGRAM AND ABSTRACTS BOOKLET

The LOC is responsible for producing a program booklet for distribution to all delegates. The program is actually an issue of the *Bulletin*, so some aspects of its format are mandated and current details and templates for some aspects of it can be obtained from the Editor. The program is for the most part

produced as a bilingual document. It is distributed electronically to all the membership as soon as it is produced, and a printed copy s produced for each delegate. A small number of additional printed copies are required for the Society archives, etc. This number can be obtained from the Editor. The practice of printing a paper copy of the program for all members of the Society whether attending the conference or not, has been discontinued. The general features of the program are:

1. Cover

This has the meeting logo if any, conference title, and relevant *Bulletin* information.

2. Cover overleaf

This has a list of current CSZ officers.

3. Preface

This has standard *Bulletin* bibliographic information, names of the LOC, sponsors, general meeting information, map, list of major award recipients, nominees for the Cameron Award, advertisement for the next Cameron Award competition.

4. Program proper

This has a table of contents, 1-page summary of meeting schedule, session-by-session listing of times, authors and titles of all scientific, social and business events, abstracts, index. The actual arrangement of the program varies. Some options include: placing the relevant abstracts in order of presentation immediately after the listing of papers for a session; placing all abstracts alphabetically at the end of the program; assigning each presentation a number, and placing all abstracts in numerical order at the end of the program.

Programs from recent meetings are available on the Society web site (www.csz-scz.ca) and the LOC can peruse these for examples of content and organization.

Delegates are asked to submit abstracts in English and French. All translations should be verified by the LOC. An abstract submission fee is charged which is used to pay translators for this verification. Other parts of the program may require original translation. If the LOC does not have access to competent local translators, for either the verification or original translation, contact the Secretary, who will consult with Council to identify suitable translators. Keep in mind that sufficient time must be allowed for the translators to do their work.

You should have identified potential printers well in advance and obtained prices. A typical abstract book is 150-200 p, with a cardboard cover and bound (spiral, Cerlox, or some equivalent). Find out the deadline for submission to ensure the abstracts are printed before the meeting. Confirm all costs and include them in your budget.

The program can be expensive to print, and some members question the necessity of it. However, it is currently Society policy to produce a printed program. Any effort to make the program booklet more compact, while maintaining readability, is welcome.

The program should also be produced in PDF format for posting on the Society web site an don the conference web site. Consult with the Bulletin Editor for assistance in PDF production if necessary.

As the meeting approaches, there may be paper withdrawals or late submissions that have been accepted. Prepare and photocopy an addendum to include in the program.

ORGANIZATIONAL ASPECTS

INSURANCE

Some universities require that any organization holding an event on their campus is covered by adequate liability insurance, or else they may charge you for this insurance. The CSZ maintains a commercial liability policy so there is no need for you to purchase additional insurance. A copy of the policy can be obtained by contacting the Treasurer.

ACCOMMODATIONS

Accommodations for conference delegates must be arranged, at least tentatively, before a bid to host the meeting is submitted. Depending on location, usually some combination of university residences and nearby hotel accommodation is chosen. A conference may have up to 300-400 people attending; if in an attractive tourist destination assume that many delegates will travel with spouses and even families. It is critical that a large amount of economical accommodation be arranged for graduate students, who usually comprise about ½ of delegates. If a sufficient number of residence rooms are not available, try to arrange a discount with local hotels, such as a reduced rate for 2-4 sharing a room.

One a bid is confirmed, arrange to hold a block of room for the conference, from at leats 1 day prior to 1 day after your conference. Most residences/hotels will hold a block of rooms for a specified time, then have some deadline after which they will release those rooms. Find out what those deadlines are, and any other conditions. Delegates are responsible for masking their own accommodation arrangements. Provide them with contact information and procedures, costs, and relevant deadlines.

Remember that most members of Council will be arriving a day earlier than other delegates to attend Council meeting 1. In making arrangements with your residences, make sure they know this and are prepared to check Councilors in a day earlier than everyone else.

TRANSPORTATION

Delegates are responsible for making their own transportation arrangements to the conference. However it is helpful to provide contact information for ground transportation and directions to the accommodations and registration desk, since delegates will most likely be going to one or the other as their first stop. Any hints on transportation based on local knowledge/experience would be helpful.

Transportation to smaller or more remote centers can be problematic, particularly if there is no nearby airport. Consider discussing conference needs with local transportation companies; at a minimum alert them that there may be several hundred people arriving and leaving for the conference so that they can have sufficient staff/vehicles available.

If you feel that the most viable option may be for delegates to rent a car, let them know early so that appropriate arrangements can be made.

There may be some events at the conference that require transportation (busing delegates off-site if something like the ZET lecture or banquet is not near the accommodations). If so, make arrangements well in advance and include costs in your budget.

FACILITIES

Selection and booking of meeting facilities should be done well in advance. Your university may have specific conference facilities or you may plan on using some combination of existing lecture rooms/auditoria. Depending on the university, an LOC may be able to arrange use of rooms at no charge, or there may be a fee involved. If so, include that in your budgeting. It is usually possible to make tentative bookings well in advance with no commitment, with some deadline as the event nears when a bookings must be confirmed, often via a deposit. If you can arrange in-kind support from your university (department, faculty or president's office) than just follow your university's own policies. If you need to make a deposit, try to arrange that it be due after you expect registration money to start coming in; otherwise contact the Treasurer to arrange payment directly from the CSZ. It is best to make tentative bookings on the liberal side, and then fine tune as needs become finalized or as deadlines approach.

1. Registration desk

A registration desk should be placed on the first day at a location near where the opening reception will be. People will be arriving all day, some near the time of the reception. On the opening day of the conference the registration desk should be open from about noon until the time of the Fry Lecture. There should be a handy storage room nearby.

You will need at least 2-3 tables and chairs for people manning the desk. A telephone would be useful (or arrange for someone at the desk to have a cell phone). Depending on the registration procedures you use, a computer and printer, and perhaps internet connection, may be necessary.

After the first day of the meeting, it may be preferable to relocate the registration desk to a location near where the morning paper sessions are given. The registration desk should be manned from about ½ hour before the first paper is scheduled, to at least some time in early afternoon. Expect that it will be busiest on the opening day, and the morning of the second day (which is the first day of papers). At other times it may not be busy, but it is nice to have someone available to deal with queries from delegates. It should not be necessary to open the registration desk on the last day of the meeting.

If your are using your university's conferences services or an outside company for your registrations, discuss what they will do and what you are expected to do. For example, they may provide personnel to process registrations and payments on site, but the LOC may be expected to have volunteers to distribute registration packages.

2. Preview/practice room

In the days of 35 mm slides, it was standard to have a preview room with projectors for people to load their slides and practice their talks. It is less of a necessity these days, as many people travel with their own laptops. However, if space and a spare computer or two are available, it is a nice touch.

3. Meeting rooms/audiovisual

Specific requirements are indicated in the section “Description of Standard Conference Program Items”. Note that rental of LCD projectors can be expensive, and may not be included in basic room rental rates. Technical support may or may not be included. Check the details. If rental is by the day, proper planning of sessions can maximize use and reduce overall costs.

It is not necessary that all events be held in the same set of rooms or that all rooms for the conference be in close proximity. However, try to have all rooms for concurrent sessions in reasonable proximity. It can be a welcome change of scenery to have some events in different locations.

4. Internet connections

Many delegates these days develop anxiety if the umbilical cord of an internet connection is severed for the week of the conference. Check accessibility for delegates and try to provide some level of access. This may include access in residence rooms, provision of temporary IDs and passwords to access public university terminals, or even a single terminal in the registration desk area. Let people know what to expect in the conference advertising materials.

5. Message board

It is a god idea to arrange for a poster board to be placed in a central location such as near the registration desk. Provide paper and pens, with some tacks. This type of message board finds use for delegates trying to contact one another, messages , sign-up sheets that might be needed (depending on events you have organized), job ads, etc.

6. Communication devices

Key members of the LOC should have some means of communicating during the conference to hear about and deal with any problems that arise in a timely manner. Cell phones are probably the best option these days, but walkie-talkies might suffice also.

7. Signage

Think through the layout and timing of your conference through the eyes of a visitor who has never been on your campus. Well placed signs are extremely helpful. Most important are signs directing people arriving on campus (all major entrance points) to the accommodations and the registration desk. Note that commercially printed signs can be expensive. Hand-made signs are suitable. They need only last a week, but should be reasonably weatherproof. Discuss signage with your university's maintenance department; they may have particular rules on signage, and you don't want them being removed during the conference.

8. Emergency contact phone number

The LOC should arrange a phone number through which delegates can be contacted in an emergency. This may be the general number of your department office, or university switchboard. Whatever you arrange, make the number known to delegates in advance of the meeting, and make the people who might be receiving these calls aware of the conference and give them details on how to pass the message on to the LOC.

SUPPORT SERVICES

The LOC does not have to do everything themselves. Make use of whatever support is available. If need be, hire appropriate expertise, although keep this to a minimum to keep the conference registration fees reasonable.

1. Volunteers

There are many jobs ideally suited to undergraduate or graduate student volunteers: preparing registration packages, manning registration desk, setting up poster boards, projectionists at all paper sessions, putting up (and taking down) signs, etc. Compile a list of all activities that you require volunteers for, and start getting them on board about February or so.

Expect each volunteer to work about 10 hours or so either before or during the conference. Provide them necessary training. It is customary to offer volunteers free registration, and a free t-shirt if they are being produced for your meeting. As the meeting approaches, if finances permit, consider offering them a free banquet ticket. However you decide to compensate your volunteers, account for it properly in your budget.

2. Conference services

Many universities have a conferences services group that can handle various aspects of conference planning and execution. Their expertise can be helpful, and can take a considerable workload off of the LOC, particularly if there is not a large pool of volunteers available.

There is usually a direct or hidden charge for their services, and there may be varying levels of service they will provide, for different prices (which may be fixed, per-delegate, or some combination). Understand the charges and incorporate them into your budgeting process.

3. Secretarial services

With increased use of electronic communication and word processing competence of most academics, secretarial assistance is not as necessary as it once was. Your department may be able to provide some secretarial services as an in-kind contribution to the conference. If you need to hire services, try to arrange this through your department (where the payment of appropriate benefits and taxes can be take care of) or you can pay an individual directly on the clear understanding that it is a contract arrangement and not employment.

During the conference itself, you may receive requests from the Secretary or Treasurer, section chairs, or others for access to a computer and printer, or for photocopying. Please make some arrangements for this.

4. Society

While the Society organizes its conferences through an LOC to free up the Council from direct running of the conference, the Society has a vested interest in hosting successful conferences. The LOC should feel free to approach the Society on matters that the LOC feels it cannot handle, so that both can work towards resolving the problem. In particular, the LOC will have frequent contact with the Treasurer for questions on financial matters.

FINANCES

Details of financial procedures relevant to running the annual CSZ conference are in the document "Financial Planning of Annual Conferences", which is available from the Treasurer or Secretary. Read the document early (even at the time you are considering applying to host a conference) and contact the Treasurer with any questions. The document boils down to a few basic procedures.

1. Identify all things that will generate income.

2. Identify all things that you will have to pay for (know hidden costs- taxes, gratuities etc.).

3. Estimate the number of people likely to attend the conference.

4. Set registration fees so that the conference will break even, if that attendance is reached.

5. Pay your bills.

6. When everything is done, if you have money left over, send it to the Society; if you still have unpaid bills, the Society will pay them. Don't sweat if your budget spreadsheet and your final bank balance are not identical. You are not going to be audited. Reasonable diligence is all that is asked.

7. Keep good records, record anticipated and actual income and expenses as they come in (or go out) and file reports when required.

8. Sponsors for the conference, or for specific events within the conference, may be sought by the LOC if they are so inclined, but it is not expected.

The Society is developing a database of information from previous meetings (attendance of various categories of members, number of papers presented, etc.) to assist planning by future LOCs. This database is improved each time an LOC submits an accurate post-conference report. The Treasurer can also provide the LOC with a general financial spreadsheet template as a start to help with the budgeting process.

FOOD SERVICES

Other than food or beverages provided as part of specific conference activities, delegates are responsible for their own meals. The LOC normally provides morning and afternoon coffee breaks, and snacks or hors d'oeuvres as part of some receptions and workshops, included in the registration fee. The LOC also arranges section luncheons and a banquet for which the delegates must buy a ticket. If the LOC arranges any tours or field trips that occur over a normal meal time, they should consider arranging for a bag lunch whose cost is included in the price of the tour.

Most catering will probably have to be handled by your university's food services department, but if you are given a choice between that and outside catering, weigh the cost, quality and reliability based on your experience and your budget. Food service is one aspect of a conference that is highly attendance-dependent. Most outfits will give you a quote based on approximate attendance numbers (which helps your preliminary planning), and allow you to adjust the numbers up to several days before the event (by which time you will know close to your actual attendance.) Find out their policies and deadlines. The caterers will have valuable experience to help you choose menus and quantities.

Keep in mind individuals who may desire vegetarian, sugar-free or caffeine-free choices. However, do not expect to be able to cater to every dietary variant.

One planning tip in the financial planning guide is to set your initial budget based on a fairly basic food service. As the meeting nears, if attendance is larger than expected and a surplus seems likely (you will have a good idea about this if you have been keeping the budget spreadsheet up to date) there will usually be sufficient time to enhance the food service. Keep in mind that attendance may decline somewhat later in the conference.

Whatever the food service you are planning, it is a good idea to let delegates know what to expect, either on your conference web site, or even an announcement on the opening day ("We said there would be no food at the poster session, but in fact we are serving pizza").

1. Breakfasts

Most people staying in residences will want to eat breakfast on campus. Check with your residence cafeteria to ensure that they will be open during the conference, and their hours of operation. Some residences include breakfast as part of the room fee, others charge extra. Find out and let the delegates know. If university cafeterias cannot be opened, are their other nearby restaurants that can handle the number of people expected? If not, then you should plan on having a something like a continental breakfast available before the morning paper sessions begin, and budgeting for that.

2. Pre-session coffee

It is unusual to have coffee available in the morning before the first paper sessions, because most people will have just come from breakfast. However, if you feel that it would be appropriate, consider offering it.

3. Morning coffee break

Schedule a break sometime in mid-morning. Provide coffee, tea, juice, and some baked goods. Allow adequate time for the coffee break; ½ hour usually works well. If the break is too brief, particularly early in the conference, many people will continue visiting which causes poor attendance at sessions, and also increased noise levels. Later in the week, the length of the break can be reduced if necessary. There will be less visiting, and probably there will be fewer people bothering to take a drink or snack.

Locate the coffee break station near to the meeting rooms, but not right outside to minimize noise. If possible, vary the coffee break menu slightly each day. Be aware that your food services may permit you to hold over uneaten items to the afternoon break.

4. Section luncheons

The luncheon menu should be chosen to keep the price reasonable (recent conferences- $13-18 range) to promote good attendance, especially by students. The same menu may be served for all luncheons or it may be varied; if varied, try to keep the overall value and cost the same. Delegates are expected to indicate at the time of registration whether they will be attending any luncheons, and pay the appropriate fee. Normally, the fee is the cost of the luncheon. The LOC should provide on the registration form a place to order luncheon tickets. With tickets ordered ahead of time, you will be able to give your caterer exact numbers.

5. Regular lunch

Delegates not attending a section luncheon are on their own for lunch. Ensure that at least some food services on the campus will be open. Many people will probably want to go off campus anyway, for a change of pace. It might be helpful to compile a list of nearby restaurants to place in the registration package or post near the registration desk.

6. Afternoon coffee break

Schedule a coffee break mid-afternoon unless the session will be ending early. Although coffee and tea should still be provided, there will be a greater demand for cold drinks. There will probably be less demand for baked goods than in the morning break but fresh fruit would be a good alternative.

7. Regular dinner

Delegates are on their own for dinners. Most will want to eat off campus and depending on the time available until any evening conference events, may be willing to go far off campus. Be prepared to provide recommendations for fine dining!

8. Local Bars/Pubs

Many zoologists are quite capable of seeking out local watering holes. However, provide recommendations is there are some unusually good ones or ones that should be avoided! There may be pubs on campus or nearby that might be willing to offer reduced rates to conference delegates (via name badge).

9. Women in Science Workshop

Traditionally, pizza and cold drinks are provided at the workshop. The cost is paid by the LOC and should be budgeted for. You should include a space on the registration form for people to indicate whether they plan on attending the Women in Science workshop, for planning purposes only.

10. Receptions

You may decide to provide some level of food service at the opening reception, the ZET event, and at the poster session.

Your caterer can make suggestions given the type of food service you want and your budget. Keep in mind the time of the event, and whether it is likely that people will have eaten elsewhere prior to attending (partially determined by how much time is in your schedule between events). You will also find some level of reduced attendance at evening events. If you are planning something that is relatively costly, consider you should include a space on the registration form for people to indicate whether they plan on attending the particular event.

11. Banquet

Choose the banquet menu in consultation with your caterers. A vegetarian option should be available. A typical banquet in recent years has a cost of $35-55 per plate, although you will be limited by the menu and prices offered by your caterer. Delegates are expected to indicate at the time of registration whether they will be attending the banquet, and pay the appropriate fee. To encourage attendance by students, they are charged a reduced fee (see Finances). The banquet should have bar service; a cash bar is typical but depending on the conference budget the LOC may consider including one or two bottles of wine per table.

Most caterers will want firm attendance numbers at least a few days before the banquet. Find out what their deadline is. You may be able to offer additional banquet tickets for sale at the registration desk until that deadline.

12. Council meetings

Food service for Council meeting 1 should be provided in the form of a continental breakfast, a morning and afternoon coffee break, and a simple catered lunch (such as soup and sandwiches or other light fare as suggested by your caterer). The Secretary should be contacted as your deadline for ordering food services approaches to provide exact numbers attending.

No food service is required for Council meeting 2, although soft drinks and water should be available. Costs for this meeting are to be paid initially by the LOC, but will be reimbursed by the CSZ after the conference, so they do not have to be recouped through registration fees.

13. Annual General Meeting

Because the AGM happens immediately after the scientific sessions, a light lunch (sandwiches, cold drinks, coffee and tea, perhaps cookies) should be provided. The cost of this luncheon is to be paid by the LOC, so it should be included in your budgeting process. Something in the order of $3-5 per person is reasonable. You should include a space on the registration form for people to indicate whether they plan on attending the AGM, for planning purposes only. We do not want to exclude attendance by anyone.

14. Bar Service

Bar service is expected at least at the opening reception and the banquet. Some conferences provide bar service at the poster session as well. The type of bar service you offer will be dictated in part by your budget and in part by the regulations of the venue you are holding an event in. You may be able to get away with volunteer bartenders, but most likely you will need to hire bartenders. There may be minimum hours charged, gratuities included, etc. Find out al the details.

The choice among beer only, beer and wine, and full selection bar service is yours. Typically, the banquet has a full bar but other events often have a more limited selection. Depending on your budget or whether you have a sponsor, you can choose a cash bar or provide some number of free drink tickets. If providing drink tickets, make sure to get them printed up and include them in the registration package. You should always have soft drinks available, preferably at no charge.

REGISTRATION PACKETS

Delegates arriving at the meeting should receive a registration package. The decision whether to order special “conference bags” is yours. However, keep in mind that many delegates have a closet full of these bags at home. A simple manila envelope usually does the job. The package should contain:

1. Name badge

Name badges can be produced easily with software from your database of registrants. The badge should have the conference name, the name of the person (in large type so that it is easily readable), and their institution. Name badges on a cord that goes around the neck are preferred over pin-on badges that may damage clothing.

People who register on site can be issued hand-written name badges (conference name pre-printed, but name and institution hand-written), because it is inefficient to print off one at a time. However, during peak times at registration there may be enough on-site registrants lining up that a batch of machine printed tags can be generated easily.

2. Receipt

An official receipt should be included. The receipt should be itemized, and signed in ink (preferably non-black) by a LOC official. Many individuals use these to claim expenses and a good receipt will save the LOC from a considerable number of post-conference inquiries ("My university is questioning this receipt because it doesn't have…"). Include the name and date of the conference, an itemized list of expenses, a signature, and a contact phone number.

The receipts should be easy to generate from a database such as a spreadsheet file.

There is one quirk in the conference receipts that we use as a service to some of our members. The itemized list for payment of non-member registration fees should have one entry indicating "non-member registration fee", and not two entries (such as "basic registration fee" and "membership fee"). The reason for this is that some members are unable to obtain reimbursement for membership fees but they can obtain reimbursement for conference registration fees. You may receive a few inquiries from registrants who actually need a receipt specifying the membership dues portion. In that case, simply send them a signed statement that the non-member registration fee includes $X as membership dues for the CSZ. These cases are infrequent.

3. Program and abstracts

Every registrant should receive a copy of the Program and Abstracts.

4. Travel grants

The cheque for student travel grant recipients should be included in their registration package. Only give them out to the student they are made out to!

5. Event tickets

Tickets to any events that require them, whether free to the delegate or something they have paid for, should be included. It is a good idea to place these inside the name badge holder. These would include things like luncheon and banquet tickets, drink tickets, admission to receptions or the ZET event, tour vouchers, etc.

6. T-shirts

If you are selling t-shirts, either include these in the package, or include a voucher the person can take to whatever location you are using to distribute the t-shirts.

7. Optional items

Your conference services, university or local tourist information center may have publication such as university or local maps, and local attraction and restaurant guides, that they can provide free if given sufficient notice. A small pad of paper and a pen can be a useful addition. Some LOCs choose to produce some sort of souvenirs of their conference (commemorative travel mugs, pins etc.). Include these.

GENERAL

You should come up with a preliminary plan for your meeting, including all events hat you will be hosting, at least one year in advance. Once you have identified all required components, get tentative pricing and find out about deadlines. Plan to have tasks completed before deadlines. Get confirmed prices once you are ready to commit to a supplier. Get things in writing. Understand what if any flexibility there may be in the arrangements you make with your suppliers. You will want to maintain maximum flexibility but also understand that your supplier has a business to run and timelines to follow. Refine your budget and your timeline as you go along.

PROCEDURES

ADVERTIZING

There are three major ways to advertise your conference: web site, e-mail and posters.

1. Web site

A web site will be the primary means of advertising your conference. The web site should be set up through your university. It is most often done on the web site of one of the LOC members who is familiar with web programming, but your department may offer space on its own site and someone assigned to web development who can assist you, as an in-kind contribution of your department.

The web site should be bilingual. It should provide basic information about your meeting, provide a means to register and submit abstracts, and include important links such as to accommodations reservations. A typical site would have major categories such as: Home, Welcome, Deadlines, General Information, Meeting at a Glance, Registration, Abstract submissions, Contributed Presentations, Symposia, Lectures and Workshops, Student Travel Grants, Competitions, Accommodations, and Social Activities.

You should establish your web site once the dates for your meeting are set, even if the site is incomplete. Add information as it becomes available.

There is no standard web site configuration for the conference, since much of this depends on the details of the conference and the programming tools that your "webmaster" is familiar with. Most sites allow the registrant to fill out an on-line form to register, and submit their abstract, so the information can be automatically saved in electronic format, and is relatively basic programming. However, if your LOC or web site lacks that ability you can still use the site for registrants to simply download and print forms, and mail them in to you.

Note that the conference web site does *not* have to be a secure site, or be set up to take on-line payments. On-line payment is something that is becoming increasingly expected by registrants, but it can be an expensive option for an LOC. Some LOCs have contracted with an outside company or with their conference services to process payments on-line. The CSZ is in the process of trying to hire a company to process registrations, abstracts submissions and payments that can be used by all future LOCs. Although inconvenient for delegates and for the LOC, it is still acceptable to ask registrants to mail in a cheque to pay their registration fees.

If you use on-line registration, have it send a confirmation message that registration was received, with a summary of events ordered, and encourage the registrant to print a copy. Mail-in registrations should be acknowledged by e-mail. This procedure can reduce the chance that people show up for the conference thinking they have registered, when in fact they haven't. It is a good idea to send an e-mail message to all Society members a few weeks prior to the meeting noting that they should by now have received confirmation of their registrations, and if not to contact the LOC. Resolving problems at this stage will be much easier than on-site!

2. E-mail

You can arrange for e-mails regarding the meeting to be sent to the entire Society membership via the Secretary. You can also target individuals who have already registered by e-mailing them directly from your own database.

3. Posters

About 6-8 months before your conference, you should prepare a poster and send a few copies to all biology/zoology departments in the country. The poster should be bilingual, and have the name of the conference, its dates, important deadlines, and your web site address. If known, you can also give titles of planned symposia or any special events you have planned.

REGISTRATION

All individuals attending the conference are expected to register for it and pay applicable fees. Ideally, everyone would register in advance. However, expect that a large proportion of people will register on-site. The basic requirements for registration will be the same, although procedures may be slightly different.

Non-members may register for the conference by paying a differential registration fee that equals the cost of a membership in the Society, and from that they receive membership. Therefore it is critical that the same information be collected from them that would be collected if they were to have joined the Society separately. This information must be transmitted to the Treasurer as soon as possible after the conference so that these new members can be entered on the membership rolls of the Society.

There are several categories of Society membership, and differential conference registration fees are applicable (see "Finances"). It is a good idea to have an early registration deadline, with a higher fee charged after that. This encourages early registration and helps your conference planning tremendously.

There is a small number of individuals who register as members, even though they are not. Usually these are people who thought that they had renewed their memberships but have forgotten to. The LOC is asked to do a check about one month before the conference. Ask the Treasurer to supply you a list of paid-up members. Then, if you identify non-members who have registered as members, send them a friendly e-mail reminder and ask them to renew their membership through the Treasurer. After the conference, provide the Treasurer with a list of all registrants and the category they registered under, and the Treasurer will follow up.

The Society waives the basic conference registration fee for its elected honorary members, of which there are about 15 (they are listed in the annual CSZ Directory, which is available on the Society web site). If you include a special place on the registration for honorary members, place a prominent note that this applies to ELECTED Honorary Members ONLY. The reason for this is that people new to the Society, perhaps attending their first meeting, sometimes do choose this category because they feel they are "trying out" the society and so should be able to attend for free. The other alternative is to leave off the space for honorary members and deal with their registrations on a personal basis. There are only a few who regularly attend the conference, so this is not a major added workload for the LOC.

The CSZ conference does not normally offer "spousal registrations". At most conferences relatively few spouses attend, and even if they show up at receptions etc. the cost of their presence does not warrant the hassle of trying to bill them. However, if your conference is in a locale that is a tourist destination and likely to attract many spouses, or if some of your free social events are offering expensive food service, you may add a "spouse" category, and charge a nominal fee (usually cost-recovery). Note that spouses rarely attend the scientific sessions and hence will not be a drain n the coffee break supplies. Also, for events such as the banquet or tours where tickets must be purchased, spouses can attend without the need to register for the conference.

Symposium speakers are expected to register for the conference, because they are eligible for reimbursement from symposium budgets. However, symposium speakers may register at member rates even if they are not members.

A daily registration fee is offered (see "Financials") which is not heavily used except when a conference is in a locale with heavy government or industry presence and some event at the conference might attract their employees for the day only.

A sample registration form is in the Appendix.

Advance registration will be the simplest for you. People submit their registrations and make payment. You can update your database as registrants are submitted. Some on-line payment systems can be set up to require credit card payment before a registration is accepted. You should have an option for people to send in cheques. You will need to keep track of those registrations and confirm that payment is received,

or send a friendly reminder if it is not. It is NOT recommended that you allow people to register on the promise that they will pay when they arrive. Use your own judgment here.

You should print a master list of all pre-registrants, and the items they have ordered, for the registration desk.

On site registration procedures are similar, except for the time pressured of completing them promptly. Even with computerized records, it may be more efficient to provide a paper registration form for delegates to fill out and submit with payment, and then have a volunteer enter the records electronically at the end of each day. You may accept cash, cheques or credit cards (if you have arranged for credit card payment, see “Finances”). Fraud such as bad cheques or using stolen credit cards has never been a problem, but be diligent. On-site registrants may have missed deadlines for ordering event tickets.

RECORD KEEPING

Proper paper and electronic records of registrants will greatly simplify many aspects of conference organization for the LOC. Although electronic records will be the most useful, it is strongly recommended that paper copies (1 page per registrant) be retained as backup and confirmation. These can be the originals if a person mails in their registration, or printed out locally when someone submits an electronic registration. Store them alphabetically in a binder.

Electronic records are most easily maintained using a spreadsheet program. Data can be manually input from submitted paper records, or imported electronically from the database used to store receipt of on-line registrations. One master list of registrants, with full information, is recommended. There should be one row per registrant, and one column for each item of potential information. The columns include name and contact information, numbers of tickets and amounts paid for various events, banquet meal choice, payment received, payments owing, etc.; basically everything possible from the registration form and other information you may require. It is important to indicate the date on which each registrant was processed (helpful in updating the list to avoid duplicate entries).

Electronic records will allow you to easily generate receipts and name tags, provide registrant information to the Society, verify your financial records, provide updated ticket purchases for all events, etc.

ABSTRACT SUBMISSION

All presentations at the conference, whether contribute papers or posters, symposia, or plenary lectures, should be accompanied by an abstract submitted in English and French by a deadline date determined by the LOC. The deadline should be set to allow time for receipt of the inevitable late submissions, arrange for translations or verification of translations done by the author, organization into a program, and printing of the program. There is a steep translation charge for abstracts submitted in one language, and a modest verification fee for abstracts submitted in both languages (see “Finances”).

Inform presenters of available audiovisual equipment, poster size, etc. via the web site.

Electronic submission of abstracts should be mandatory; paper submissions not only require typing or photo-reproduction (which wastes time for the LOC) but are prone to errors and must be transmitted by regular mail which is time consuming.

The standard for electronic submission seems to be Microsoft Word. A sample abstract is in the Appendix. For organizational purposes it is best to have the abstract sent as a Word file in an e-mail attachment, with the file name in a format specified by the LOC (e.g. “SURNAME_INITIAL_CSZ.doc”).

Once abstracts are received, acknowledge receipt to the sender. If there is a possibility that an oral paper submission might be required to be presented as a poster, or vice versa, let the sender know and tell them to check the website when the program is posted to verify type and time of their presentation.

Confirm that all abstract submissions are accompanied by a completed registration. Send friendly reminders if necessary. Although not a major problem at Society conferences, be aware that there may be attempts to have abstracts published when the submitter has no intention of attending the conference. Use your judgment.

The abstract files can be circulated as required. They can be distributed to translators, sent to the LOC person responsible for organizing the program schedule, etc. Once final versions are received from the translators and the program schedule is determined, the files can be merged into a program document. Consistent formatting can be applied, and an index and table of contents generated automatically. Titles and authors from the abstracts can be cut-and-pasted into the schedule. Expect that someone of reasonable familiarity with Word, and all of the files needed to produce the program available to them, would take 1-2 full days to actually assemble the final program document.

Within the part of the schedule listing the titles and times for each talk, try to indicate students under consideration for prizes (e.g. “Hoar finalist” or “Holeton candidate”).

It is a good idea to send an e-mail message to all Society members shortly after the abstract submission deadline noting that they should by now have received confirmation of their abstract submissions, and if not to contact the LOC. Resolving problems at this stage will be much easier than on-site!

REGISTRATION DESK

The registration desk will be one of the first contacts that delegates have with your conference. If organized and well staffed it will make a tremendous first impression on visitors and start their conference off on a favorable note.

Decide when the registration desk will be open, and its location, and include that information on your web site. Then, be ready to open as scheduled.

The registration desk should have one area for pre-registrants, and one for on-site registrants, and one station to deal with problems. Registration packages should be pre-prepared and stored alphabetically. On the first day, 3-4 stations, each with a volunteer, may help reduce line-ups (e.g. A-F, G-L, M-R, S-Z); thereafter one station should suffice. If everything is in the package, distribution should go smoothly. If items need to be added (such as t-shirts, which may be to bulky to fit), have them accessible to your volunteers, or have a separate volunteer to supply them as needed to all stations. It is helpful if the receipt is stapled to the outside of the package. You should have a master list of pre-registrants. The volunteer

can strike the person's name off the list and then go through the receipt and demonstrate each item to the registrant ("This is your name tag; please wear it to all sessions. This is the CPB Lunch ticket and the 2 banquet tickets you ordered..."). If there are problems, refer the person to the problem station.

The on-site registration desk will need to be organized differently. There should be a supply of registration forms and pens, and a person to accept payments. There should be a supply of partially-filled registration packages with standard items (program, maps and guides, paper and pens if provided), a supply of event tickets (if still available) to be added if purchased, and blank name tags to be filled out. If it is inconvenient to print out a full itemized receipt, give the registrant a temporary hand-written receipt for total received only, and tell them that a full receipt will be printed out and can be picked up at XXX (such as the next morning). If you are relying on computer/internet connections at your registration desk, be sure to have a back-up plan.

Although major problems with registration are rare, minor ones will occur. People may decide that they don't want to, or can't attend certain events they paid for, and they want a refund. They may have thought they paid for something but it isn't on their record. And so on. Someone on the LOC should be nearby the registration desk to deal with problems. Try to be accommodating, particularly if it will not cost anything (e.g. if they want a refund on a banquet ticket and you have not yet had to give a confirmed number to your caterer, no harm done). You are not obligated to give refunds, but if you decide to, you are not obligated to do so immediately. A polite "I will investigate this and send you a refund after the conference" will usually suffice. Then, you will not feel pressured and a subsequent investigation after the conference has ended may trace the source of the problem (e.g. their cancelled cheque showed that they were not charged for that event after all, etc.).

Have a box present to receive donations for the silent auction. Instruct volunteers to accept donations and attach a slip of paper with the donor's name and any relevant information on the item (reserve bid price, history associated with item etc.).

REFUNDS

You should establish a refund policy and post it on your web site.

TIMETABLES

There are two timelines of importance to the LOC. The first is the overall planning of the conference and can encompass one year or more. Some of the times suggested here may be varied depending on deadlines your receive from your suppliers. The second is the organization of all planned events into a schedule for the conference itself.

PLANNING THE CONFERENCE

1-3 years ahead

- Check with Secretary about available conference slots
- Obtain recent guides on conference organization from the Secretary
- Obtain recent financial planning guide for conferences from Treasurer
- Check availability of facilities and accommodations for dates under consideration

- Make tentative bookings
- Strike a Local Organizing Committee and select a chair
- If a joint meeting is proposed, consult with other organization
- Seek approval and moral and (hopefully) some level of financial or in-kind university support
- Prepare proposal to host, and submit to Secretary for consideration at next Council meeting
- Receive approval to host meeting
- Confirm facility and accommodation bookings

1-1 ½ years ahead

- Obtain financial planning template from Treasurer
- Obtain attendance estimates from Treasurer
- Obtain price estimates and prepare preliminary budget

1 year ahead

- Decide theme for conference
- Apply for in-house conference grants, in-kind support from your university
- (Optional) Apply for external grants
- (Optional) Develop logo (hold contest if necessary)
- Discuss potential LOC symposium and begin arrangements, solicit speakers

Council meeting 1 at annual conference immediately preceding your conference

- Present preliminary budget to Council for discussion
- Present suggestions for ZET event, other special events you may have planned
- Identify special schedule needs of Society (e.g. Section “X” symposium should be on last day)

8 months ahead

- Set up web site
- Have Secretary e-mail membership with notice of meeting and web site
- Set up separate conference e-mail address if possible
- Post tentative schedule on web site
- Open bank account and/or set up financial accounts at your university
- Request start-up loan from Treasurer
- Order poster boards
- Prepare advertising poster and mail to biology/zoology departments
- (Optional) Arrange for sponsors
- (Optional) Approach vendors to sell display booth space

7 months ahead

- Submit draft of budget including proposed registration fees to Treasurer for comment
- Mail call for registration and abstracts
- Prepare list of needed volunteer duties
- Request any additional student travel grant top-up funds from Treasurer
- Discuss and arrange internet access for delegates
- Obtain accommodation information and place (with link) on web site

December Council meeting immediately preceding your conference

- Present final budget including proposed registration fees to Council for approval
- Present tentative program
- Confirm numbers of symposia, special workshops and plenary speakers

Beginning of January

- Request any final student travel grant top-up finds from Treasurer
- Decide on deadline for early registration
- Decide on deadline for abstract receipt
- Make final registration fee adjustments, and post registration form on web site
- Have Secretary e-mail membership with call for submissions
- Solicit volunteers

End of January

- Have Secretary e-mail membership with abstract submission, registration reminder

Mid-late February

- Have Secretary e-mail membership with abstract/early registration deadline warning
- Abstract submission deadline
- Early registration deadline
- Student travel grant application deadline
- Solicit session chairs
- Confirm symposium titles and speaker names and titles with section chairs

Late February

- Inform 1st Vice-president of students participating in Hoar competition
- (Optional) Order t-shirts
- (Optional) Order conference bags
- Arrange for translation or verification of abstracts
- Assemble presentations and events into a final schedule
- Adjudicate student travel grant applications

- Forward 10 names for EPCOR $500 travel awards to Treasurer
- Notify remaining student travel award applicants of results
- Order any necessary transportation for off-site events

March

- Confirm final room locations, audiovisual equipment, poster boards
- Inform presenters of significant changes to audiovisual equipment
- Meet with caterer(s) to plan menus, schedules
- Make final arrangements for internet connections
- Arrange for tables for silent auction
- (Optional) Compile local restaurant list
- Obtain necessary templates and instructions for program booklet from *Bulletin* Editor.
- Receive translated abstracts

April

- Prepare program and abstracts booklet
- Post PDF version on conference web site
- Send PDF version to CSZ Webmaster for posting on Society site
- Set volunteer schedule
- Inform all section chairs, 2nd Vice-president of students participating competitions

2 weeks before

- Confirm food orders and quantities
- Send program for printing
- Pick up program or have it delivered
- Print event tickets, name badges
- Prepare signage
- Decide on communication methods and ensure all LOC know relevant phone numbers etc.
- Obtain maps, guides, etc. for registration packages
- Write cheques for student travel grant recipients (earlier if requested through university)
- Arrange for spare computer, projector
- Inform airport ground transportation of expected numbers
- Have Secretary e-mail membership (last-minute news, reminder for silent auction donations)

1-1/2 week before

- Assemble supplies such as pens, paper, tape, extension cords, poster tacks, name badge holders
- Hold volunteer training sessions
- Print list of pre-registrants
- Print receipts for pre-registrants
- Stuff registration packages

Afternoon before

- Post signs
- Brace yourself for the ride!

First morning

- Ensure building and room for Council meeting 1 is open and that required food service is in place

Each Morning

- Ensure meeting rooms are open, required equipment is present and functional, water is available
- Set up registration desk, ensure volunteers are present
- (Optional) Post list of day's events and talks on each meeting room and/or on message board
- Confirm that coffee break is set up

Before each session

- Arrange for any necessary announcements to be made at start of session
- Ensure projectionist, chair for session is present

Each afternoon or evening

- Close registration desk and store materials
- Lock up rooms if necessary

Poster session

- Arrange boards when first available
- Tack poster numbers onto each board
- Ensure tacks are available

Last day

- Confirm room arrangements for Annual General Meeting
- Ensure building and room for Council meeting 2 is open and that required food service is in place

Immediately post-conference

- Take a bit of time off if you need it!

- Settle any financial disputes with delegates (pay refunds, request money owing)
- Request invoices from all suppliers, follow up until received
- Request LOC symposium speakers to submit expenses and make payment
- Pay invoices promptly
- Compile list of non-member registrations, send info and dues portion to Treasurer

When all payments made and cleared

- Send cheque for any surplus to Treasurer, or send NSF invoices to Treasurer for payment
- Close out financial accounts
- Send final budget to Treasurer for reconciliation of Society/LOC payments
- Prepare final report (Appendix) and send to Secretary

Ongoing

- Process financial matters as they come up
- Keep up-to-date records (don't let things pile up)

SCHEDULE OF EVENTS

One of the most difficult and often thankless tasks in the compilation of the conference schedule and the assigning of presentations to various sessions, particularly if there are concurrent sessions. Generally, the format from the previous year's conference is a good starting point. There are some general principles that the schedule should reflect, and some of these are not apparent.

The Fry lecture follows the opening reception. This is a premier event and has been scheduled here in recent years as a draw to encourage delegates to arrive on the opening day of the conference.

Each morning starts off with an LOC symposium (usually the first morning) or a section symposium. Try to keep the symposia plenary but some must overlap if there is an LOC symposium. As a last resort, no more than one paper session should be scheduled opposite a symposium; try to do so that the topics are dissimilar.

The morning of the last day of the meeting is the lest favorable slot for a section symposium, as many delegates may have left the meeting, and it is the night after the banquet. Therefore, it is the intention of the Society to rotate sections among this slot. Therefore, this is one case where the previous year's program is NOT a suitable template. Check with the Secretary before you post your first tentative schedule to determine which section symposium has been allocated the last-day slot.

Usually symposia are 2 hours, so if they start at about 08:00h a coffee break at 10:00-10:30 is appropriate.

The period after the morning coffee break can be used for contributed paper sessions. On the day of a section's luncheon, try to have paper sessions associated with that section end 15 minute before the luncheon.

Contributed papers should be scheduled by topic, which usually corresponds to an individual's section preference as indicated on their registration form. Feel free to enlist the help of section chairs in organizing papers into sessions if you are unfamiliar with the topic area.

Try to schedule student oral presentations in competition for Hoar or section prizes as early in the meeting as possible. Place them in their appropriate sessions, but take care for Hoar award finalists that they are not concurrent so that judges can view them all. Place these talks earlier than the day of the banquet. This ensures that they can be judged, and the results conveyed to the Secretary, to give the Secretary sufficient time to prepare the scrolls for the recipients.

Section luncheons are usually scheduled the day of, or at least within one day of, a section's symposium. Many "external" symposium speakers are unable to stay for the entire conference and this aspect of scheduling may allow them to attend the section luncheon.

The period from 13:00 – 14:00 h is normally when plenary lectures and awards take place (Cameron, Boutilier, Wardle). If possible, schedule the Wardle on the same day as the Parasitology section symposium and luncheon. (If the Parasitology symposium is on the last day, schedule the Wardle lecture and the luncheon on the same day, earlier in the week). In an extremely packed schedule, you may schedule non-parasitology paper sessions concurrent with the Wardle lecture but try not to cause a conflict in subject matter.

Following the plenary lectures there will be one long or two shorter contributed paper sessions, depending on need. If the afternoon contributed paper session is short (e.g. 6-8 papers), schedule the afternoon coffee break after the plenary lecture. If there are more contributed papers, have a short contributed session (e.g. 4-5 papers) immediately following the plenary lecture, then have a break, and then a final paper session.

Workshops such as Women in Science or the President's workshop are usually scheduled as late-afternoon events on a day when paper sessions are not running too late (e.g. the workshop can start about 16:30-17:00 h and go for about 1 ½ hours.

If possible, allow about 2 hr in the schedule for dinner before evening events.

Evening events typically include the ZET event, Grad student mixer, and Poster session.

If space in the schedule permits, include a free afternoon, particularly if you have tours planned. Note that in years with large numbers of papers, that it has been necessary to schedule paper sessions of some sections even on the day of an otherwise "free" afternoon.

Reserve the last evening of the conference for the banquet and silent auction.

The Annual General Meeting should be scheduled to start right after the last paper session ends on the last day of the meeting, usually about noon, so that as many as possible can attend before they need to travel. The meeting will take up to about 2 hours.

Council meeting 2 takes place immediately after the Annual General Meeting ends.

A sample of a program schedule is in the Appendix.

APPENDICES

Sample registration form

Registration for CSZ Annual Conference

Contact Information
Name
Work address

City
Province/State
Country
Postal Code
Telephone
Fax
E-mail

Mailing address (if different from
work address)

City
Province/State
Country
Postal Code

For your conference name badge
Name
Affiliation (Institution)

For CSZ Publications (Circle)
Yes/ No May we publish your name and contact information in the *Directory* (default- Yes)
Yes/**No** Do you want a paper copy of the *Bulletin*? (all members receive the electronic version)

Section Affiliation (one or more)
_ C _ E _ M _ P _ None

Registration fees

	Early (before XXX)	Late (After XXX)
For members		
Honorary (only as elected by CSZ)		
Regular		
Emeritus		
Postdoctoral		
Student		
Associate		
For non-members (provides CSZ membership)		
Regular		
Emeritus		
Postdoctoral- 1 year		
Postdoctoral- 2 years		
Student- 1 year		
Postdoctoral- 2 years		
Associate		
Daily registration		
Members and non-members		

Abstract Submission
Yes/No I am submitting an abstract

Abstract submission fee (all abstracts)
Translation fee (if submitted in 1 language only)

Conference Meals

Section Luncheons	No. tickets
C	
E	
M	
P	

Banquet
Regular- Choice 1
Regular- Choice 2
Regular- Choice 3 (vegetarian)
Students only- Choice 1
Students only- Choice 2
Students only- Choice 3 (vegetarian)

To Aid Conference Planning

Will you attend:
Women in Science Workshop
ZET Lecture
Annual General Meeting and Luncheon
Other

T-shirts

	No. shirts
S	
M	
L	
XL	
XXL	

Tours and Field Trips

	No.tickets
Tour 1	
Tour 2	
Tour 3	
Tour 4	

Comments for local organizing committee

Sample abstracts form

Canadian Society of Zoologists
Annual Meeting 20007

Abstracts
Abstract must be submitted by email to james.smith@mcgill.ca.
Deadline for abstracts: Feb 28, 2007
No abstracts will be accepted after this date

Note: Authors are responsible for the content of the abstracts (no editorial changes will be made).

MEGAN K JOHNSON* AND AP RUSSELL
Department of Biological Sciences, University of Calgary, Calgary, AB

The relationship between locomotor surface structure and the subdigital adhesive system of geckos: insight from natural substrata.

Subdigital pads of geckos bear microscopic setae that allow them to adhere to a variety of substrates. Most studies of gecko adhesion have considered smooth, artificial surfaces and seldom have rougher, less predictable, natural surfaces been characterized and related to subdigital microsturcture. Surface structure could impact the surface area available for adhesion and the design of the adhesive system. Scanning electron microscopy and three-dimensional digital models are employed to characterize rock surfaces used in locomotion and to investigate the relationship between surface topology and subdigital structure. Species in the gecko genus *Rhoptropus* provide the focus for these investigations because they live on rock surfaces and are phylogenetically well understood.

Le rapport entre la structure de la surface locomotrice et le système adhésif sous-digital des geckos: un aperçu par le biais des substrats naturels.

L'appareil sous-digital des geckos porte des soies microscopiques qui leur permettent d'adhérer à des variétés de substrats. La plupart des études sur l'adhérence des geckos ont considéré les surfaces lisses et artificielles. Les surfaces naturelles rugueuses et moins prévisibles ont rarement été caractérisées et associées à la microstructure sous-digitale. Les surfaces peuvent affecter la surface disponible pour l'adhérence et le motif du système adhésif. La microscopie électronique à balayage, et les modèles numériques tridimensionnels sont employés pour caractériser les surfaces des roches et pour étudier le rapport entre la topologie des surfaces et la structure sous-digitale. L'emphase est mise sure les espèces du genre *Rhoptropus* parce qu'elles vivent sur les surfaces rocheuses et leur phylogénie est bien appuyée.

Formatting Instructions for Abstract (Deadline February 28, 2007)

1. Abstracts should be single-spaced and presented using Times Roman 11.
2. **Both English and French abstracts should fit within the box provided. (Maximum of 22 lines containing a total of 2000 characters including spaces.)**
3. Contributors are asked to provide information in both English and French. If the translated title and abstract are not provided, there will be a charge of $60 for translation of the abstract.
4. The first line should provide the name of the first author (first and last name) and the names of all additional authors (initials and last names), in CAPITAL LETTERS. The name of the presenter should be indicated by * after the name.
5. The second line should provide the department, university (or other affiliation), city and province or country.
6. The third line should provide the title (in first language), in Bold letters, sentence case.
7. The abstract should begin on a new line, immediately after the title.
8. This should be followed by a title (in other language), in bold letters, sentence case, and then the abstract in the second language, starting on a new line.

Regulations for Hoar Award

The Hoar Award

The Hoar Award of the Canadian Society of Zoologists was established in 1976 to honor Dr. William S. Hoar for his distinguished contributions to Biology through research, teaching, writing, editorial guidance and administration. The Award is given for the best student paper presented orally at the Annual Conference of the Society. The Award is intended to encourage and acknowledge excellence in scientific research and communication by students.
Award: Scroll and cash prize of $500.
Application and Judging Procedures:
(1) All candidates must be students. They must send to the First Vice-President 5 copies of a summary of the oral presentation (see 2) before the deadline. Papers in the competition may have multiple authors; however the competing student must be the first author. In the case of multiple authors, the student's supervisor must submit a letter, to accompany the summary, stating that the research is primarily that of the student, and summarizing the contribution of each author.
(2) The summary should not exceed 1000 words and should include the objectives of the study, a brief description of the materials and methods, the results, conclusions and scientific relevance. The primary purpose of the summary is to place the contribution within the perspective of the discipline and, therefore, it is normally inappropriate to devote excessive space to materials and methods. It is, however, appropriate to cite pertinent references. The submission should also include the abstract that is forwarded in response to the call for papers issued by the organizers of the Conference. The Committee of Judges will select approximately 7 submissions on the basis of scientific merit.
(3) The authors of the selected summaries will present their papers at the Annual Conference. The Committee of Judges will select the Hoar Award recipient on the basis of oral presentation and scientific content.
(4) Papers that do not qualify for the oral presentation will be scheduled in the regular sessions without mention of their participation in the Hoar Award Competition.
(5) A student may compete only once for either the Hoar Award or the Best Student Poster Award at each Annual Conference.
(6) A student who has won the Hoar Award is no longer eligible for the competition.
Deadline: Abstract submission deadline for the AGM.
Contact: Contact information for the First Vice-President
Complete award terms of reference: Contact the Secretary or visit the CSZ web site.

Le prix Hoar

Le prix Hoar de la Société canadienne de zoologie a été institué en l'honneur du Dr William Hoar pour l'importance de sa contribution à la biologie et pour la haute qualité de ses recherches, de son enseignement, de ses conseils éditoriaux et administratifs. Le prix est remis à l'étudiant qui donne la meilleure présentation orale lors du congrès annuel de la Société. Le prix Hoar a pour but d'encourager l'excellence dans les travaux de recherche des étudiants et la présentation de leurs résultats.
Prix : Certificat et prix en argent de $500.
Inscription et évaluation :
(1) Tous les candidats doivent être étudiants. Ils doivent faire parvenir 5 copies du résumé de leur présentation orale au premier vice-président avant la date limite. Les présentations soumises pour la compétition peuvent avoir plus d'un auteur, cependant le candidat doit être le premier auteur. Dans le cas où il y aurait plus d'un auteur, le superviseur de l'étudiant doit joindre une lettre avec le résumé confirmant que la recherche est principalement celle de l'étudiant et définissant le rôle des autres auteurs.
(2) Le résumé ne doit pas dépasser 1000 mots et doit inclure les objectifs de l'étude, une brève description du matériel et méthodes, les résultats, les conclusions et la pertinence scientifique de l'étude. Le principal objectif du résumé étant de situer le travail scientifique à l'intérieur de la discipline, il est normalement inopportun de mettre beaucoup d'emphase sur la section matériel et méthodes. Il est cependant important de donner les références pertinentes. La soumission doit également inclure le résumé qui est également soumis suite à l'appel des résumés effectué par le comité organisateur du congrès. Le jury devra sélectionner approximativement sept soumissions en se basant sur le mérite scientifique.
(3) Les auteurs des résumés sélectionnés devront présenter leurs résultats lors du congrès annuel. Le jury sélectionnera un gagnant en se basant sur la qualité de la présentation orale et sur la valeur scientifique des données présentées.
(4) Les présentations qui ne se qualifieront pas pour la présentation orale seront inscrites aux sessions régulières sans que l'on mentionne une participation au concours du prix Hoar.
(5) Un étudiant ne peut être en compétition qu'une seule fois par congrès annuel, soit pour le prix Hoar, soit pour le prix de la meilleure affiche.
(6) Un gagnant du prix Hoar ne pourra plus participer au concours.

Date limite : Date limite de soumission des résumés pour la réunion annuelle.
Contact : (Informations pour contacter le premier Vice-Président)
Description complète en regard de ce prix : Contactez le Secrétaire de la Société ou le site Web.

Regulations for Battle Award

The Helen Battle Award

The Helen Battle Award is given for the best student poster at the Annual Conference of the Canadian Society of Zoologists, and is intended to encourage and acknowledge excellence in scientific research and communication by students.
Award: Scroll and cash prize of $300.
Application and Judging Procedures:
(1) All competitors must be students. Papers in the competition may have multiple authors; however, the competing student must be the first author. At the time of submission of abstracts for poster presentation at the annual conference, the student must request that his/her paper be included in the competition. In the case of multiple authors, the student's supervisor must submit a letter, to accompany the abstract, stating that the research is primarily that of the student, and summarizing the contribution of each author.
(2) The Committee of Judges will select the Helen Battle Award recipient on the basis of scientific content and presentation of the poster.
(3) A student may compete only once for either the Hoar Award or the Helen Battle Award at each Annual Meeting.
(4) A student who has won the Helen Battle Award is no longer eligible for the competition.
Deadline: Abstract submission deadline for the AGM.
Contact: Contact information for the Second Vice-President
Complete award terms of reference: Contact the Secretary or visit the CSZ web site.

Le prix Helen Battle

Le prix Helen Battle est remis à l'étudiant qui présente la meilleure affiche lors du congrès annuel de la Société canadienne de zoologie. Le prix Helen Battle a pour but d'encourager les étudiants à exceller dans leurs travaux de recherche et dans la présentation de leurs résultats.
Prix : Certificat et prix en argent de $300.
Inscription et évaluation :
(1) Tous les candidats doivent être étudiants. Les présentations en compétition peuvent avoir plus d'un auteur; cependant l'étudiant qui est en compétition doit être le premier auteur. Lors de la soumission des résumés pour le congrès annuel, l'étudiant doit indiquer qu'il veut faire partie de la compétition. Dans le cas où il y aurait plus d'un auteur, le superviseur de l'étudiant doit soumettre une lettre avec le résumé confirmant que la recherche principale est celle de l'étudiant et définissant le rôle des autres auteurs.
(2) Le jury sélectionnera le prix Helen Battle en se basant sur le mérite scientifique et la qualité de la présentation.
(3) Un étudiant ne peut être en compétition qu'une seule fois par congrès annuel, soit pour le prix Hoar, soit pour le prix de la meilleure affiche, mais pas pour les deux dans la même année.
(4) Un gagnant du prix Helen Battle n'est plus éligible au concours.
Date limite : Date limite pour la soumission des résumés au congrès annuel.
Contact: (Informations nécessaires pour contacter le second Vice-Président)
Description complète en regard de ce prix : Contactez le Secrétaire de la Société ou visitez le site Web.

Sample Budget, partially completed

(current Excel template will be provided by Treasurer)

Current budgeted net income-expenses:	$(1,426.83)

INCOME

PLEASE READ THE COMMENTS

Yellow fields require your input

Blue text are calculated fields- do not change

Income from registration fees

Basic registration fee	Number	Cost	Total
Regular	100	$ 275.00	$ 27,500.00
Reduced (Student/PDF/Emeritus/Associate)	150	$ 90.00	$ 13,500.00
Honorary member	3	$ -	$ -
Non-member surcharges			
Regular membership	40	$ 355.00	$ 14,200.00
Student/PDF/Emeritus/Associate 1-yr membership	75	$ 110.00	$ 8,250.00
Student/PDF 2-yr membership	25	$ 125.00	$ 3,125.00
1-day registration	7	$ 100.00	$ 700.00
Late registration surcharge	40	$ 45.00	$ 1,800.00
Total income from registration fees			$ 69,075.00
Total income from membership dues			$ 25,575.00
Net income from registration fees	260		$ 43,500.00

Abstract submission and translation

Verification of author's translation	185	20	$ 3,700.00
Translation fee of unilingual abstract	60	75	$ 4,500.00
Total abstract submission charges			$ 8,200.00

Attendance at free functions

ZET function	130
AGM luncheon	104

Income from repayable loans

Startup loan from CSZ	$ 1,500.00
Total income from loans	$ 1,500.00

Income from specified grants

University	
Faculty	
Department	
CSZ student travel grant top-up	$ 3,028.09
ZET event grant	$ 1,000.00
Total income from specified grants	$ 4,028.09

Income from unrestricted grants

University	
Faculty	
Department	
Other 1: CSZ unrestricted grant	$ 3,442.12
Total income from unrestricted grants	$ 3,442.12

Income from vendors

Vendor 1	
Total income from vendors	$ -

Income for banquet, lunches

	Number	Cost	Total
Banquet, regular	116	$ 50.00	$ 5,800.00
Banquet, reduced rate	139	$ 25.00	$ 3,475.00
CMD lunch	44	$ 18.00	$ 792.00
CPB lunch	107	$ 18.00	$ 1,926.00
EEE lunch	46	$ 18.00	$ 828.00
Par lunch	37	$ 18.00	$ 666.00
Total income for banquet, lunches			$ 13,487.00

Income from tours, t-shirts, etc.

	Number	Cost	Total
T-shirt small			$ -
T-shirt medium			$ -
T-shirt large			$ -
T-shirt x-large			$ -
Tour 1			$ -
Total income from tours etc.			$ -

Reimbursement from CSZ

Tuesday council lunch and coffee breaks	$ 300.00
Saturday council coffee break	$ 75.00
Total reimbursement expected from CSZ	$ 375.00

Miscellaneous income

	$ -
Total miscellaneous income	$ -

Total income for conference	$ 100,107.21

Current budgeted net income-expenses:	$(1,426.83)

EXPENSES

Current budgeted net income-expenses:	$ (1,426.83)

PLEASE READ THE COMMENTS
Yellow fields require your input
Blue text are calculated fields-do not change

Remember to include taxes in the costs for these items!
Fixed costs

Administrative		
Clerical help		
Student volunteers		
Signs	$	150.00
Advertising		
Postage		
Stationnery	$	350.00
Conference services flat rate		
Banking charges	$	200.00
Credit card fees	$	1,842.00
Total administrative costs	$	2,542.00

Meeting room costs		
Registration desk		
Fry lecture		
Zet event	$	2,000.00
Cameron lecture		
Boutilier lecture		
Wardle lecture		
LOC symposium		
Symposium 1		
Symposium 2		
Symposium 3		
Symposium 4		
Women in Science		
Grad student mixer		
President's symposium		
Wed paper session 1		
Wed paper session 2		
Wed paper session 3		
Wed paper session 4		
Wed paper session 5		
Thurs paper session 1		
Thurs paper session 2		
Thurs paper session 3		
Thurs paper session 4		
Thurs paper session 5		
Fri paper session 1		
Fri paper session 2		
Fri paper session 3		
Fri paper session 4		
Fri paper session 5		
Sat paper session 1		
Sat paper session 2		
Sat paper session 3		
Sat paper session 4		
Sat paper session 5		
Tuesday council meeting		
Saturday council meeting		
Total meeting room costs	$	9,113.35

Audiovisual equipment		
Registration desk		
Fry lecture		
Zet event		
Cameron lecture		
Boutilier lecture		
Wardle lecture		
LOC symposium		
Symposium 1		
Symposium 2		
Symposium 3		
Symposium 4		
Women in Science		
Grad student mixer		
President's symposium		
Wed paper session 1		
Wed paper session 2		
Wed paper session 3		
Wed paper session 4		
Wed paper session 5		
Thurs paper session 1		
Thurs paper session 2		
Thurs paper session 3		
Thurs paper session 4		
Thurs paper session 5		
Fri Paper session 1		
Fri Paper session 2		
Fri Paper session 3		
Fri Paper session 4		
Fri Paper session 5		
Sat paper session 1		
Sat paper session 2		
Sat paper session 3		
Sat paper session 4		
Sat paper session 5		
Tuesday council meeting		
Saturday council meeting		
Total audiovisual costs	$	-

Symposium speaker costs		
LOC symposium	$	2,000.00
CMD Symposium	$	2,000.00
CPB Symposium	$	2,000.00
EEE Symposium	$	2,000.00
Par Symposium	$	2,000.00
Total symposium costs	$	10,000.00

Student travel grants		
Basic amount	$	5,000.00
Top up from previous surplus	$	3,028.09
Total student travel grants to be made	$	8,028.09

Poster session		
Poster boards	$	3,200.00
Room rental		
Supplies (thumbtacks, tape, etc.)	$	20.00
Total poster session	$	3,220.00

Variable costs (per person)	Number	Cost per	Total cost
Abstract submission and translation			
Verification of author's translation	185	$ 20.00	$ 3,700.00
Translation fee of unilingual abstract	60	$ 75.00	$ 4,500.00
Total abstract translation costs			$ 8,200.00
Conference services per person rate	260		$ -
Food service			
Tuesday council meeting	25	$ 12.00	$ 300.00
Saturday council meeting	25	$ 3.00	$ 75.00
Fry lecture/opening reception: food	234		$ -
Fry lecture/opening reception: bar service	234		$ -
ZET event	130	$ 30.00	$ 3,900.00
Women in Science	104	$ 12.00	$ 1,248.00
Poster session: food	208	$ 10.00	$ 2,080.00
Poster session: bar service	208		$ -
Grad student mixer	130		$ -
Banquet	255	$ 50.00	$ 12,750.00
AGM luncheon	104	$ 6.00	$ 624.00
Tues am coffee	260	$ 3.00	$ 780.00
Tues pm coffee	260	$ 3.00	$ 780.00
Wed am coffee	260	$ 3.00	$ 780.00
Weds pm coffee	260	$ 3.00	$ 780.00
Thurs am coffee	208	$ 3.00	$ 624.00
Thurs pm coffee	208	$ 3.00	$ 624.00
Fri am coffee	130	$ 3.00	$ 390.00
CMD luncheon	44	$ 18.00	$ 792.00
CPB luncheon	107	$ 18.00	$ 1,926.00
EEE luncheon	46	$ 18.00	$ 828.00
Par luncheon	37	$ 18.00	$ 666.00
Total food service			$ 29,947.00

Meeting registration packages			
Item	260	$ 2.00	$ 520.00
Total registration packages			$ 520.00

Program/abstracts issue of Bulletin			
Printing	260	$ 11.11	$ 2,888.60
Total abstracts cost			$ 2,888.60

Tours and t-shirts			
Tour 1	0		$ -
T-shirt small	0		$ -
T-shirt medium	0		$ -
T-shirt large	0		$ -
T-shirt x-large	0		$ -
Total for tours and t-shirts			$ -

Loan repayments		
CSZ Startup loan	$	1,500.00
CSZ Membership dues collected	$	25,575.00
Total loan repayments	$	27,075.00

Miscellaneous costs		
Total miscellaneous costs	$	-

Total expenses for conference	$	101,534.04

Current budgeted net income-expenses:	$1,426.83)

Sample notes on preparation of abstracts and posters

Contributed Presentations

Contributed papers for oral or poster presentations are welcomed. Total allotted time for presentation and discussion for each contributed oral paper is 15 minutes. Due to the running of parallel sessions, time limits will be strictly enforced.

A poster session is scheduled for XXX . To facilitate scientific judging of poster awards, it is expected that presenters should accompany their posters on XXX.

Each poster should occupy an area 4' x 4' (120 x 120 cm). Presenters should have their posters in place byXXX. Push pins will be provided.

Présentations orales et posters

La période allouée pour les présentations orales sera de 15 minutes incluant la période de questions. Puisqu’il y aura des sessions simultanées, le temps alloué devra être respecté.

La session poster a été cédulée pour XXX. Afin de faciliter l’évaluation des posters par les juges, les auteurs devront être présents XXX.

Un espace de 120 cm X 120 cm (4’ X 4’) sera alloué pour les posters. Ils pourront être installés durant la journée du 22 mai. Des épingles à babillard seront disponibles.

Regulations for Cameron Award

T. W. M. CAMERON AWARD

This is an annual award, established by the Canadian Society of Zoologists to recognize the author of an outstanding Ph. D. Thesis in Zoology submitted to a Canadian University.

1. The recipient of the award will be invited to present a lecture on the subject of the dissertation to the Annual General Meeting. He/she will be presented with a commemorative scroll at the time. In order to facilitate attendance of the recipient at the meeting, reasonable expenses for air travel at minimum rates and all accommodation and meals at the meeting will be paid by the Society, up to a maximum of one thousand dollars ($1,000.)

2. (a) For nomination, a thesis must have been accepted at a Canadian University within the year preceding the nomination deadline.
   (b) Only one thesis may be nominated by a department, though more than one department in a university may nominate a thesis.
   (c) A nominated thesis should be accompanied by a joint letter from the Chair of the Department and the Supervisor indicating their reasons for the nomination.

3. Nominated theses will be examined by three judges chosen from among members of the Society. Theses will be judged on the quality of the science and the quality of the presentation.

4. Please provide three bound copies (hardbound or softbound) of the nominated thesis and supporting letters **before 15 August *year*.**

Submit to: Name of Chair, mailing address. Phone: xxx, Fax: xxx, E-mail: xxx

Contact the Secretary or visit the CSZ web site for complete award terms of reference.

PRIX T. W. M. CAMERON

Ce concours annuel a été institué par la Société canadienne de zoologie pour récompenser l=étudiant qui a soumis la meilleure thèse de doctorat à une université canadienne dans le domaine de la zoologie.

1. Le gagnant du prix est invité à donner une conférence sur le sujet de sa thèse lors de la réunion annuelle de la Société. Il reçoit alors un parchemin commémoratif. Afin de permettre au récipiendaire d=être présent à la réunion annuelle, une somme de 1000$ maximum est allouée par la SCZ pour les frais de déplacement (billet d=avion, classe économique), les frais de séjour et les repas.

2. (a) Pour être admissible au concours, la thèse doit avoir été acceptée par une université canadienne durant l=année précédant la date limite pour la mise en candidature.
   (b) Un département ne peut présenter qu=une seule thèse au concours, mais plusieurs départements d=une même université peuvent soumettre une thèse.
   (c) Chaque thèse présentée doit être accompagnée d=une lettre signée par le directeur de département et le directeur de thèse de l=étudiant expliquant pourquoi la thèse a été sélectionnée.

3. Les thèses sont examinées par trois juges choisis parmi les membres de la Société. Les thèses sont jugées d=après deux critères: la qualité scientifique et la qualité de la présentation.

4. Veuillez fournir trois copies reliées de la thèse (couverture rigide ou cartonée) et les lettres d=accompagnement **au plus tard le 15 août *year*.**

Envoyées-les à: Name of Chair, mailing address. Tél.: xxx , Téléc: xxx, Courier électronique: xxx

Informations supplémentaires relatives à ce prix: contacter le secrétaire de la Société our consulter notre site Web.

Reports to Council

For 1st (preferably) or 2nd Council Meeting at the conference immediately preceding your conference

Report your general state of progress. Is your LOC formed? Have you identified an LOC symposium, ZET event, etc.? Do you have a tentative program? Have you begun to form your budget and cost out services? Is there any information/assistance you need from the Society?

For December Council Meeting (immediately preceding your conference)

Report your general state of progress.

Present a penultimate program schedule. Discuss any bottlenecks, scheduling difficulties, etc.

Present a budget (prepared in consultation with the Treasurer) that includes proposed registration fees and expected attendance.

Post-conference Summary Report, preferably presented to next December Council Meeting

This report is crucial for planning of future conferences. Once you have closed your accounts prepare your report. It should include a copy of your final budget, and a report with key attendance figures (sample below; electronic version available from the Treasurer).

Final Report of LOC to Council

Conference date: _____ LOC Chair: _____ Location: _____

Registration fees	
Regular fee (early)	$
Reduced fee (early)	$
Daily rate (early)	$
Regular fee (late)	$
Reduced fee (late)	$
Daily rate (late)	$
Conference attendance	
Honorary members	
Regular members	
Emeritus members	
PDF members	
Student members	
Associate members	
Regular non-members	
Emeritus non-members	
PDF non-members (1 yr)	
PDF non-members (2 yr)	
Student non-members (1 yr)	
Student non-members (2 yr)	
Associate non-members	
Daily registrations	
Meal attendance	
CMD lunch	
CPB lunch	
EEE lunch	

Par lunch	
Banquet	
Estimated event attendance	
ZET event	
Women in Science	
President's workshop	
AGM & lunch	
Student travel grants	
No. applications received	
No. awards made	
Total $ awards made	$
Tour attendance	
Describe, give total numbers	
Number of T-shirts sold	
S	
M	
X	
L	
XL	
XXL	
Program	
No. contributed oral papers	
No. posters	

Student Travel Grant Competition Notice

Student Travel Grants

Student support is only available to students who will be presenting at the meeting, and submission and registration must be complete for the request to be considered. A signed letter from the supervisor confirming and justifying the request is also required. This letter should be submitted electronically to the LOC no later than March 3rd. A decision will be taken and relayed to the applicant electronically.

To apply for student travel support, check the appropriate section on the abstract form.

Bourse de Voyage pour les étudiant(e)s

Des bourses de voyage seront disponibles pour les étudiant(e)s qui présenteront leurs travaux. Pour être éligible, vous devez d'abord vous inscrire au congrès. De plus une lettre signée par le directeur de thèse confirmant le statut de l'étudiant(e) ainsi qu'une justification pour la demande de bourse doit être envoyée par courriel au plus tard le 3 mars 2007. Les récipiendaires d'une bourse seront informés par courriel. Si vous désirez soumettre votre application, veuillez marquer la section appropriée sur la formule d'enrégistrement.

Si vous désirez soumettre votre application, veuillez marquer la section appropriée sur la soumission des abrégés.

Sample schedule

	Day 1		Day 2			Day 3				Day 4		Day 5	
07:30			Registration			Registration				Registration			
08:00			LOC Symp			Small Symp 1		Small Symp 2		Symp 3	Papers 15	Symp 4	
08:30													
09:00													
09:30	Council meeting 1		Coffee			Coffee						Coffee	
10:00			LOC Symp			Small Symp 1		Small Symp 2		Coffee		Symp 4	Papers 17
10:30										Symp 3	Papers 16		
11:00			Papers 1	Papers 2		Papers 8	Papers 9		Papers 10	Wardle lecture		Papers 18	
11:30													
12:00	Council lunch	Registration	Section lunch	Lunch break		Section lunch	Section lunch		Lunch break	Section lunch	Lunch break	AGM and lunch	
12:30													
13:00	Council meeting 1		Cameron Lecture			Boutilier Lecture				Excursion			
13:30													
14:00			Papers 3	Papers 4	Papers 5	Coffee						Council meeting 2	
14:30						Papers 11	Papers 12	Papers 13	Papers 14				
15:00			Coffee										
15:30			Papers 6	Papers 7									
16:00						President's Workshop							
16:30													
17:00			Women in Science			Dinner break							
17:30													
18:00										Banquet and Silent Auction			
18:30			Dinner break										
19:00	Welcome reception					Poster session							
19:30													
20:00	Fry Lecture		ZET Event										
20:30													
21:00	Welcome reception, cont'd					Grad student mixer							
21:30													
22:00													
22:30													
23:00													