

**Canadian Society of Zoologists**  
**Policy on Registration Fees and Procedures**  
**for Invited Speakers at Annual Conferences**

*Adopted by CSZ Council, November 23, 2009*

*Updated May 28, 2010*

*Purpose*

This policy streamlines and unifies the registration procedures for various categories of special guests invited to the annual conference of the Canadian Society of Zoologists. This policy provides mechanisms to apportion associated costs behind the scenes in a way that renders the process invisible to the special guest and minimizes or eliminates the need to pay certain costs up front.

*Policy*

1. Anyone extending to someone an invitation to attend the annual conference of the Society shall do so in accordance with this policy.
2. Certain classes of individuals, termed **special registrants**, shall be entitled to have specified registration fees waived or deferred when they register for the annual conference. Anyone not meeting criteria for a special registrant shall register by the normal route.
3. The classes of special registrants and terms applying to each are as follows:
  - **Class A:** Elected honorary members of the Society. Receive free registration and 1 free banquet ticket. In the final meeting accounting, the Society will credit the LOC for each person the amount of 1 emeritus-rate early registration fee and 1 regular banquet fee.
  - **Class B:** Recipients of major Society-level awards (specifically the Fry, Distinguished Service, Cameron, and Boutilier). Receive free registration and 1 free banquet ticket. In the final meeting accounting, the Society will credit the LOC for each person the amount of 1 regular-rate early registration fee and 1 regular banquet fee.
  - **Class C:** Speakers in Local Organizing Committee (LOC) symposium and each of the main section symposia. Up to 3 speakers in each symposium will receive free registration. Registration costs for these speakers will be covered by the LOC out of conference revenues [Note: See 6b]. Additional speakers to whom a symposium organizer wishes to offer free registration can be accommodated in Class D.
  - **Class D:** Other speakers or award recipients, by advance application to the Treasurer. In the final meeting accounting, the Society or section (depending on the originator of the request) will credit the LOC for each person the amount of 1 regular-rate early registration fee.
4. A symposium organizer may make arrangements with the Treasurer to pre-pay certain additional items (banquet ticket, section lunch) for their speakers in Class C or Class D. If so, these items will be charged against that symposium's allotment for "other symposium costs" as described in item 6, below. [Note: These items may also be purchased and paid for during the registration process, and then reimbursed separately.]

5. Registration forms for each conference shall provide a place for special registrants to indicate and verify their status (such as by use of a unique code or token), and each special registrant (or someone on their behalf) shall in turn complete the registration procedure in place for that conference. [Note: This assists the LOC in keeping track of expected attendance.]

6a. The LOC shall budget to collect \$2100 for each symposium, and retain \$300 per symposium to offset the costs associated with the free registrations under Class C. The remaining \$1800 per symposium is to be used to pay other symposium costs in accordance with separate Society policy. [Note: "Symposium Expense Reimbursement" policy.] [Note: This averages \$600 per speaker for a 3-speaker symposium.]

6b. In the event of a joint symposium, the LOC shall budget to collect \$3000 for that symposium, and retain \$300 for that symposium to offset the costs associated with the free registrations under Class C. The remaining \$2700 per symposium is to be used to pay other symposium costs in accordance with separate Society policy. [Note: "Symposium Expense Reimbursement" policy.] [Note: This averages \$900 per speaker for a 3-person symposium and is a modest incentive to organize joint symposia.]

6c. In the event that a section elects to invite a single plenary speaker in lieu of hosting a full symposium, the LOC shall budget to collect \$1000 for that speaker, and retain \$100 to offset the costs associated with the a registration under Class C. [Note: This is the same \$900 per speaker allotment as in 6b.]

7. Any costs other than those specified in this policy must be paid during the registration procedure, and any reimbursements dealt with separately. [Note: These other costs are usually minor, but occur in such numerous permutations and combinations that is easier for the LOC and/or Treasurer to deal with them case-by-case.]

8. The Treasurer is authorized to implement appropriate procedures in consultation with each LOC to carry out this policy.

9. Changes or exceptions to this policy shall be approved by Council.