21st Annual Meeting of the
Canadian Society for
Brain, Behaviour and Cognitive Science
University of Manitoba
Winnipeg, Manitoba
June 24-26, 2011
Conference Report

2011 Program:
Donald O. Hebb Lecture – Given by Ellen Bialystock (Introduction Gus Craik)
President's Symposium – organized by Colin MacLeod and Jonathan Fawcett (5 papers)
Symposia: 5 other symposia
Paper sessions: 7
Poster sessions: 2
Papers presented orally, including symposia: 70
Posters: 49+58 =107
Total scientific presentations: 178

Registration etc.:
Pre-registration: 172 people used the web site to pre-register (not all paid)
On-site registrations: ~36 more individuals registered/paid at the conference
Total Registration: ~208
Programs printed: 220
T-shirts ordered: 40
T-Shirts sold & given to helpers: 40
Banquet tickets purchased and given to helpers: 70

Awards:
Donald O. Hebb Award winner: Ellen Bialystock, York University
Richard Tees Award winner: Julien Doyon, University of Montreal
Donald O. Hebb Graduate Student Award winners:
Best Paper: Eric Legge, University of Alberta
Runner Up: Tanya Jonker, McGill
Best Poster: Paul Seli, McGill
Runner Up: Dana Hayward, McGill

Graduate Student Award Committee:
Harinder Aujla, Glen Bodner, Hans Dringenberg, Melanie Glenwright, Tammy Ivanco,
Susan Larson, Jo-Anne LeFevre, Mike Masson, John Vokey.

Conference web site: Trudy Shore, MohSho Multimedia

Conference organizers:
Tammy Ivanco and Randy Jamieson

With the assistance of:
Mary Kuzmeniuk, Gloria Derksen, and Stephen Smith, and Jason Leboe-McGowan

Program Committee:
Murray Singer, Tammy Ivanco, and Randy Jamieson

Conference Volunteers:
Chrissy Chubala, Brian Hauri, Jackie Spear, Anjum Fazalludin, Steve Prime, Jane
Lawrence, Ben Meek, Na Tian, Jolene Kinley, Jeff Doering, Ashley Pauls, Suzane
Cadiz

Logo Design:
Matt Crump

Sponsors:
University of Manitoba (Vice President (Research), Faculty of Arts, Department of
Psychology, Faculty of Graduate Studies)
University of Winnipeg
Pearson Canada
Stantive Technologies (Pre-meeting Festschrift)

Budget Expenses*
<table>
<thead>
<tr>
<th>SERVICE</th>
<th>CSBBCS 2011 Conference</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUDIO / VISUAL SERVICES</td>
<td>CSBBCS 2011 Conference</td>
<td>2,500.00</td>
</tr>
<tr>
<td>PRINTER</td>
<td>CSBBCS 2011 Conference</td>
<td>0.00</td>
</tr>
<tr>
<td>BADGES</td>
<td>CSBBCS 2011 Conference</td>
<td>125.00</td>
</tr>
<tr>
<td>BAND (+2 banquet tickets)</td>
<td>CSBBCS 2011 Conference</td>
<td>900.00</td>
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<tr>
<td>T-SHIRTS</td>
<td>CSBBCS 2011 Conference</td>
<td>693.28</td>
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<tr>
<td>PROGRAMS</td>
<td>CSBBCS 2011 Conference</td>
<td>750.00</td>
</tr>
<tr>
<td>Item</td>
<td>Cost</td>
<td></td>
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<tr>
<td>------------------------------------------------</td>
<td>--------</td>
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</tr>
<tr>
<td>Swag (4imprint order)</td>
<td>1,032.62</td>
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</tr>
<tr>
<td>miscellaneous (water, candy, nice paper)</td>
<td>87.56</td>
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<tr>
<td>judges and help (bookstore)</td>
<td>89.27</td>
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<tr>
<td>reimbursing fees</td>
<td>360.00</td>
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<tr>
<td>Poster</td>
<td>70.00</td>
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<tr>
<td>Hebb award mailing &amp; engraving</td>
<td>100.00</td>
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<tr>
<td><strong>SPECIAL FUNCTIONS</strong></td>
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<td></td>
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<tr>
<td>Poster session 1 / Reception (8 trays)</td>
<td>722.70</td>
<td></td>
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<tr>
<td>Poster 1/Reception - guest drink tix (for 200)</td>
<td>1,200.00</td>
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</tr>
<tr>
<td>Loaf slices; cookies; coffee; tea</td>
<td>464.99</td>
<td></td>
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<tr>
<td>Loaf slices; cookies; coffee; juices</td>
<td>549.96</td>
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</tr>
<tr>
<td>Italian lunch buffet (for 215)</td>
<td>3,877.25</td>
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<tr>
<td>Loaf slices; cookies; coffee; juices</td>
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<td></td>
</tr>
<tr>
<td>Poster session 2 / Reception (8 trays)</td>
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<tr>
<td>Poster 2/Reception - guest drink tix (for 200)</td>
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<tr>
<td>Prime rib plated dinner (for 70)</td>
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<tr>
<td>Loaf slices; cookies; coffee; tea</td>
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<tr>
<td>Loaf slices; cookies; coffee; juices</td>
<td>549.96</td>
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<td>Mexican lunch buffet (for 205)</td>
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<td>Rooms’ set-up fees</td>
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<td>30 Poster boards – free delivery</td>
<td>750.00</td>
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<td><strong>Total</strong></td>
<td><strong>$24,716.14</strong></td>
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*We are still awaiting final catering and AV costs, so the final values will change, but we will not know until final billing (5% =1385.81). We have also requested that AV adjust our bill relative to service received.*

**Revenues:**
- Registrations $15,320
- Banquets $2,560
- T-Shirts $420
- Advertisements $0
- Pearson Canada Sponsorship $600
- University of Manitoba VP(Research) $3,857.14
- Faculty of Arts $1000
- Department of Psychology $2500
- Faculty of Graduate Studies $500
- University of Winnipeg $3000

**Total** $29,757.14

Notes on the Budget: All receipts collected from registrants (registrations, banquet tickets, T-shirts) were deposited with CSBBCS. The total generated from these sources
($29,757.14) reported above is at least approximately correct. CSBBCS has advanced us $15,000 which, together with the $11,457 we received from The University of Manitoba, The University of Winnipeg, and Pearson Education, we have used to cover expenses. The budget for the pre-meeting Festschrift for Doug Mewhort was kept completely separate, so is not reported here. Depending on final billing for catering and AV we may not require any more of the revenues generated by the conference remaining in the CSBBCS coffers. In that case it can be reckoned that the conference generated a surplus of approximately $3,000 for CSBBCS.

Notes for future conferences: What worked?
1. Clear signage – very clear directing to buildings in combo with map
2. Swag – e.g., travel mugs to reduce cost of mugs/use of throw away mugs at coffee breaks; pens
4. Motivated & well-trained student volunteers (were given t-shirts & free registration)
5. The food at "nutrition breaks" – fruit, mini muffins
6. Having a food and entertainment at the poster sessions
7. Having two poster sessions instead of one; hence there were not too many posters to see in a given session and reduced cost of poster boards
8. Having name badges stuffed at registration (all the same) and banquet/drink tickets in nametags (different because only some registrants pre-paid for the t-shirts and banquet)
9. At least one on site person to “run the show” – av, troubleshooting, answering questions in addition to a professional, hired, conference manager
10. The NSERC session – Members liked having a group that included NSERC representative and panel members, and a talk on changes at NSERC. Done in a session to allow faculty to come, but not done at lunch.
11. The banquet was a success – we ordered more than the pre-sold, and people were searching for tickets.
12. Having almost all the Hebb-prize posters on the first day and all the Hebb-prize talks done as early in the conference as possible. This allowed the Hebb Prize Committee to make its selection by lunchtime on Sunday.
13. Volunteers had clear instructions on how to moderate and were clearly instructed to keep talks on time.
14. Names and passwords to ensure that people could have wireless internet.

Hints for next group!
1. Put tickets into the registration materials for pre-purchased t-shirts and swag to have them picked up away from the registration table, perhaps as they leave for the evening.
2. Use two tables staffed with 4 volunteers for the hour immediate to start time. Either have one table for on-site registration, or divide up by name.
3. Preset final dates for registration based on needs for food orders, including special food for allergies etc.
4. Extra signage for rooms, where food is etc.
5. Ensure that Hebb student award candidates self declare as MA or PhD
6. Ensure poster presenters are registered prior to program completion – will allow you to pull abstracts that do not have a presenter.
7. Use your students to ensure a mock guest panel – in case a symposia has no attendees.

What did not work?
1. Interface with conference website
   a. Slow site
   b. Not user friendly – difficult to tell intuitively where things were, going “back” to previous page not easy, links “back” were not proper links, root menus not make things easier
   c. Accepting papers took 2 people 2 days
   d. Downloading titles, authors, abstracts extremely large job and slow requiring inordinate number of hours to produce program and correct errors
      i. Author "audit" was required because some first authors were randomly omitted
      ii. Special characters (accents; quotes) not translated
      iii. Not easy to put affiliations
      iv. Formatting took separate amount of time
   e. It was not clear when it was Trudy’s job to do something and when it was our job to do something. Some jobs that appeared difficult or impossible might have been less difficult or possible if an expert user of the system was more involved
   f. Some confusion with registrants:
      i. If one "registered" with BBSC (updated membership or joined) it was not clear they hadn’t registered for conference
      ii. How to use paypal with a credit card rather than a paypal account was not clear
2. Audio visual services were not as helpful as they could have been (UofM specific)

Things to remember:
1. The program will take longer to produce and print than you think
2. There were many last minute requests to change the program (move posters; add authors; withdraw presentation). We tried to accommodate all of these, but there has to be a "point of no return". Check with the printer to determine when this is and announce it (do not try to help out after).
3. There will be an unknown number of last minute registrations. Hence, when you place your order, ask "How long will it take to get an extra 50 or so programs printed at the last minute".
4. Check with your campus about rules on indoor and outdoor signage (e.g. can you tape signs on walls? Do you need the university logo on your outdoor signs?)
5. Computer labs may not be open on weekends – you may have to hire an attendant to be there – advance notice may be required to have it open and find someone to staff it
6. Security may need to be notified to open rooms/buildings early for you to set up on a weekend – they may also need to be reminded even if notice has been sent
7. Check all details on quotes – start times, numbers ordered, etc to avoid mixups and miscommunications
8. Make sure all rooms have the a/v you need - not everyone brings their own
9. Consult with CCDP, who in the past have met at the CPA venue, but this year met "with" us in Halifax.
10. The Executive will need a meeting space the day before the meeting