22nd Annual Meeting of the
Canadian Society for
Brain, Behaviour and Cognitive Science
Queen’s University
Kingston, Ontario
June 7-9, 2012
Conference Report

Submitted by Hans C. Dringenberg

2012 Program:
Donald O. Hebb Lecture – Given by Sara Shettleworth (introduced by David Brodbeck)
President's Symposium – organized by Peter Dixon (5 papers)
Symposia: 10 other symposia
Paper sessions: 14
Poster sessions: 3
Papers presented orally: 117 (52 papers in Symposia; 65 papers in Talk Sessions)
Posters: 263 (90, 89, and 84 posters in Sessions 1, 2 and 3)
Total scientific presentations: 381

Registration:
Pre-registration: 389 pre-registrations (on the conference website)
On-site registrations: 71 (paid cash or cheque)
Total Registration: 460
Programs printed: 400
T-shirts ordered: 50
T-Shirts sold & distributed free of charge to volunteers: 50
Ballpoint pens ordered and distributed: 600
Banquet tickets purchased and distributed free of charge to volunteers: 125

Awards:
Donald O. Hebb Award winner: Sara Shettleworth, University of Toronto
Early Career Award: Frank Russo, Ryerson University
Richard Tees Leadership Award winner: Raymond Klein, Dalhousie University
Donald O. Hebb Graduate Student Award winners:
    Best Paper: Blair C. Armstrong (Carnegie Mellon University; Authors: Blair C. Armstrong & David C. Plaut)
Best Paper, Honorable Mention: Tanya R. Yonker (University of Waterloo; Authors: Tanya R. Yonker, Paul Seli, & Colin M. MacLeod)
Best Poster: Brian Mathias (McGill University; Authors: Brian Mathias, Caroline Palmer, Fabien Perrin, & Barbara Tillmann)
Best Poster, Honorable Mention: Kevin R. Barton (University of Waterloo; Authors: Kevin R. Barton & Colin Ellard)

Graduate Student Award Committee:
Glen Bodner, Jody Culham, Myra Fernandes, Ingrid Johnsrude, Penny MacDonald, Janet Menard, Doug Mewhort, Ken McRae, Chris Oriet, Debra Titone, Daryl Wilson

Conference Web Site:
Trudy Shore, MohSho Interactive Multimedia

Conference Organizer:
Hans C. Dringenberg

Organizing/Program Committee:
Douglas Mewhort, Niko Troje, Daryl Wilson, Justin Deonarine, Jason Rajsic, Meaghan Wilkin

Conference Volunteers:
Megan Mahoney, Graham Raynor, Séamas Weech, Deanna Choi, Chloe Soutar

Logo Design:
Hans Dringenberg and Justin Deonarine

Sponsors:
Office of the Principal, Queen’s University
Centre for Neuroscience Studies, Queen’s University
Department of Psychology, Queen’s University
Office of Research Services, Queen’s University
Faculty of Arts and Science, Queen’s University
Pearson Canada Inc.
CSBBCS
Budget

Expenses:
Queen’s Event Services $32,412.57
(rooms, food/beverage services, poster boards, etc.)

Computer rentals $150
(6 laptops for all oral presentation rooms; Queen’s Campus Computer Store)

Program printing (400 programs; Print Fusion) $3,336.04

Ballpoint pens (600; Attention Getters) $450.87

T-shirts (50; Attention Getters) $628.28

Laser pointer key chains (400; Attention Getters) $1,683.70

Name badges (500) $296.86

Miscellaneous $83.03
(lawn sign frames, tape, page protectors, paper clips, pins, paper ticket rolls, receipt booklet; all from Staples)

TOTAL EXPENSES $39,041.35

Revenue*:

CSBBCS advances
$4,000 in August 2011
$15,000 in March 2012
$4420 in September 2012
Total advances $23,420

Conference Sponsors
Pearson Canada Inc. $633.92
Centre for Neuroscience Studies $1,000
Faculty of Arts and Science $1,000
Department of Psychology $1,000
Office of Research Services $1,000
Office of the Principal $2,500
Curry Original $50
Total sponsorship $7,183.92

Cash from onsite registration $7,280
(including registration fees, t-shirts, banquet tickets)

TOTAL REVENUE $37,883.92*

*Please note that these funds were processed through the account (trust fund) established with Queen’s Financial Services for the conference. All revenues generated
from online registrations (including registration fees, t-shirts, banquet tickets) and all onsite registrations that were paid by cheque went directly to the CSBBCS Treasurer, Peter Graf.

| Cheques from onsite registration (direct to CSBBCS) | $2,670 |
| Funds from online registration (from CSBBCS) | $42,815 |

**TOTAL** $45,485

**Total Budget Summary**
(including funds processes by CSBBCS and Queen’s)

**Revenues:**
- CSBBCS (online and cheque registration) $45,485
- Funds generated at Queen’s (fundraising, cash registration) $14,463.92

**Expenses at Queens:**
- $39,041.35

**Surplus/Difference** $20,907.57*

The CSBBCS 2012 conference in Kingston, Ontario generated about $20,907.57. Please note the Society has additional expenses, which are handled by the treasurer (Peter Graf). These include, but are not limited to:

- Fee for PayPal Account (3.1% of online registration fees): $1327.27
- Refunds for volunteers who paid for registration: $375
- Stipends for presenting students from Queen’s: $1050
  (21 stipends of $50 each; the $1,000 contribution received from the Faculty of Arts and Science was conditional to this form of student stipend)

**TOTAL:** $2,752.27

**Updated surplus for CSBBCS 2012:**

$20,907.57 - $2752.27 = **$18,155.30**
Notes for future conferences

What worked? What would we recommend to future organizers?

1. Clear signage, very clear directing to buildings in combo with map.
2. Swag: key chain laser pointers with conference logo appeared to be very popular.
3. Highly motivated and organized student volunteers (were given free t-shirts, registration, and banquet tickets; a small price for a lot of hard work!).
4. Free food on the opening evening and at breakfasts.
5. Cash bar at the poster sessions.
6. Having a dedicated student volunteer in each presentation room to help with A/V requirements, introduce speakers if a session Chair is not present, lead questions if none are coming from the audience, keep speakers to their time limits.
7. NSERC information session: make sure to contact NSERC early to arrange for NSERC staff to attend the meeting.
8. The banquet appeared to be a success; all tickets were sold.
9. Registration went fairly smoothly. We had alphabetical lists of all online registrations, including information regarding t-shirt and banquet ticket purchases. Do not be fooled by people coming to you and claiming that they have registered online; they have not. Peter Graf was able to provide a complete list of all online registration to us several days prior to the conference after online registration had closed; this list was accurate and a great help for students taking care of registration.
10. Peter Graf was the most amazing, helpful, and organized person to work with. Thanks Pete!!

Other things to remember:

✓ Arrange for a Chair for each talk session; we asked more senior researchers (usually faculty) who were presenting to take on the responsibility for chairing a session.

✓ Arrange for wireless internet account and temporary passwords for all attendees. Passwords and instructions can be given out at the registration desks.

✓ If at all possible, have all nominees for the Student Hebb Awards present their posters and tasks prior to the last conference day; this will allow the selection committee sufficient time to meet and decide on the award winners.

What did not work? What should/could be done differently?

1. The web site used for registration and online submissions takes a while to get used to; as previous organizers have pointed out, the overall design and workflow is not user friendly and intuitive; be prepared to learn slowly.
2. The webmaster in charge of the website can be somewhat slow and unresponsive to requests for information and help (it can take days to hear back). Clear guidelines
and instructions should be set for both the web master and conference organizer regarding responsibilities, timelines/deadlines, etc.

3. A specific problem we faced was the large number of submissions. This turned out to be particularly tricky for the submission of symposia, which far exceeded the number we felt we could accommodate, despite scheduling a total of 24 talk/paper sessions, with 6 sessions running in parallel. We accepted 10 symposia, about half of the total submissions. It was clear that organizers of rejected symposia were very unhappy with our decision. We would recommend increasing the number of talk sessions to accommodate more/all submissions of at all possible.

4. There was some concern regarding the prices for banquet tickets. We set prices to generate a small profit (about $5 per ticket), but in retrospect, banquet tickets could have been sold at face value, since the conference generated a significant surplus. Alternatively, consider lowering the registration rates to encourage conference participation.

Other things to remember:
✓ The program will take longer to produce and print than you think.
✓ Be prepared for numerous, last minute requests to change posters and talks to different sessions/times/dates. As a general rule, we tried to accommodate these requests up to the time point when the final program went into print.
✓ There will be an unknown number of on site registrations; we did not order gifts for these last registrations and printed only a few extra program copies; be prepared to run extra photocopies or refer them to the online program on the conference web site.
✓ Make sure all rooms are open, particularly on weekend days.
✓ The Executive will need a meeting space the day before the meeting.