

Helpful Notes for Local Organizers of CNS Meetings
(as compiled by previous local organizers, CNS*2007, CNS*2008, CNS*2009)

General Information on OCNS Meetings:

OCNS meetings are organized to include 3 days of main meeting (oral and poster sessions) and 2 days of workshops. Typically, an evening reception is held the day before the beginning of the main meeting. Traditionally, the oral sessions occur during the day with poster sessions in the evening, and workshops occur in a location different from the main meeting. However, local scheduling and budgetary needs can and should be taken into consideration when planning. Seating for up to 450 participants during orals should be possible, and space for up to 150 posters on each of two nights (300 posters in total) should be possible. It is important to ensure that adequate lighting and enough space around posters is available (**minimum of 8 feet between posters**). A minimum of two meeting rooms should be made available each day during the main meeting to allow for board, executive and program committee meetings. Workshop and tutorial meeting rooms are planned according to requests. Workshops and tutorials can be half or full-day. Pre-meeting satellites related to computational neuroscience can also be organized, although they need not be a formal part of the meeting.

Adequate and prominent booth/table space should be made available to the sponsors for the meeting.

Refreshments: Coffee breaks and snacks should be provided during the meeting and workshops. If poster sessions occur during the evening, drinks (bar setup) and snacks should be made available. Lunch or afternoon tea should be provided for board, executive and program committee meetings that occur during lunch or in an afternoon session .

Social activities: Typically, on one of the main meeting days, a dinner and/or outing is planned. This can take various forms depending on the local organizer who may wish to highlight local aspects in various ways – e.g., a museum outing, boat cruise, culinary delights in a sit-down dinner etc. On other meeting days, a party can be planned by the local organizer – e.g., ‘CNS rock ‘n roll band’, DJ dancing etc. An opening reception (the evening before the meeting starts) acts as a meeting warm-up.

Local organizers should be aware of the following:

(OCNS – Organization of Computational Neuroscience, Inc.; LO – Local Organizer)

- OCNS takes care of registration and webpage updates.
- OCNS will pay for registration of up to 6 student helpers and the primary LO.
- OCNS will support administrative personnel for up to USD \$5000 out of the total \$75,000.
- All abstract submission and review is handled by the Program Committee.
- Travel awards are determined and identified by OCNS, but **LO is responsible for distributing travel award monies at the meeting.**
- All registrations for main meeting, workshops and tutorials must occur through the OCNS registration site.
- LO has to develop and provide webpage content for announcing the meeting (photos, dates, location, general plan, sponsorships, in the OCNS format).
- LO should provide a T-shirt design (local flavor) for review by OCNS.
- LO should consider accommodation for about 350 people ensuring that cheap accommodation for students is possible. (Meetings in Europe often exceed 350)
- LO should identify sponsorship commitment and initiate any pre-discussion with local academic unit to find out avenues to reduce costs.
- LO should identify potential administrative support and investigate how funds will be handled (e.g. account through the University).
- LO is responsible for getting the hardcopy of the program together- coordinated with Program Committee Chair, President and BMC Neuroscience

- LO is responsible for arranging for invited speakers (registration, accommodation booking, reimbursements etc. as appropriate; 3 speakers minimum).
 - LO is responsible for coordinating with OCNS to arrange sponsorship requests (e.g., booths for publisher displays), generating name tags, local printing of certificates of participation etc.
 - LO should arrange for local publicity and work with OCNS for international publicity of the meeting.
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Things to note:

- To ensure a poster session with enough space, it is important to carefully plan out the poster board layout to ensure that there is enough room between the poster boards – 8 feet is recommended, but 10 feet is even better. Please also ensure that there is sufficient lighting. Please include tables and chairs (say one per row of poster boards) to allow discussions and conversations to ensue during the poster sessions. Sufficient plug points for connecting power cords of laptops and computers should be available.
- It is important to figure out at the earliest possible date how the travel awards to students will be handled. OCNS provides the funds but the LO needs to issue either cheques or cash in local currency to distribute the awards. This can turn out to be a major headache if not considered at an early stage. Note that this is an international meeting and the travel awardees need to be able to access their travel award money (i.e., local bank or cash). It is up to the LO to figure out how this can be best handled. Also note that travel awardees need to provide proof of acceptance of the award (sign and show ID when receiving their monies), and they also need to provide a valid address of residence. Names and addresses are needed by OCNS for accounting and tax filing purposes.
- LO needs to work with OCNS to figure out how to reimburse invited speakers for their airfare and per diem.– OCNS is trying to establish a protocol of limits/amounts of this.
- LO must make proper arrangement for the Booths of Sponsors. These Booths/Tables must be near the main meeting site and easily accessible during the main meeting. When providing tables, please provide table covers. Access to plug-points for computer displays etc. must be available near booth.