



CAN-ACN

CANADIAN ASSOCIATION FOR NEUROSCIENCE
ASSOCIATION CANADIENNE DES NEUROSCIENCES

CAN-ACN 2017 Satellite Event Information Kit

Hosting a satellite event at CAN-ACN provides you with many added values including access to a large national audience comprised of trainees, junior investigators and senior researchers, in addition to the option of receiving support with your meeting logistics.

Satellite Event Options

Officially Recognized Program

\$600 + 5% GST

Administrative and onsite support of meeting logistics includes:

- Adding your satellite meeting as an option to the CAN-ACN Meeting registration form
- Creating a stand alone registration form for those not attending the CAN Meeting
- Taking registrations and (if needed) processing payments for your satellite meeting
- Processing satellite sponsorship payments – as pursued by the organizing group
- Sourcing supplier and hiring of audio-visual equipment
- Liaising with the venue with regards room hire and set-up, food and beverage orders
- Preparing badges for all attendees
- Onsite registration and information desk
- Promotion of meeting to community as part of regular e-blasts

Program Listing

\$150 + 5% GST

This option does not include any logistical support, for a program listing you receive:

- Recognition in the online Program at a Glance
- Recognition in the Printed Program
- Organizer assumes full responsibility of meeting logistics including venue, AV & food and beverage

The total cost of your satellite event will be highly dependant on your final requirements. Below are some considerations for the planning of the event budget. Satellite event organizers are responsible for all costs associated with hosting the event. In addition, all satellite event requests need be approved by the Association.

Canadian Association for Neuroscience - Association Canadienne des Neurosciences

Secretariat – Podium Conference Specialists

2661 Queenswood Dr. Victoria, BC V8N 1X6, Canada

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Variable Costs

For officially recognized programs taking place at the CAN Conference HQ, the Hotel Bonaventure Montreal on Sunday May 29, 2017, please use the below guidelines for your budget:

Cost of room rental (full day): \$500 + taxes

- Maximum capacity – up to 200 (depending on room availability and set-up)

Audio Visual costs: Approximately \$1200 per room + taxes & service fees

- Based on a screen and projector package (with Satellite speaker(s) supplying own laptop)

Below are examples of Food and Beverage options and costs (per person)

- Light Coffee Break (including food): \$19+ TAX and service charge
- Coffee break (beverages only): \$5.95 + TAX and service charge
- Lunch (if required): approximately \$38 + TAX and service charge
- Please view the catering menus here: <http://planmedia.ca/hbm/menu.html>

(Please note: 5% GST + 9.975% QST plus a 15% service charge will be added to these costs)

Payment processing costs for meetings which require ticket sales* (per transaction):

- Per head \$1 per payment transaction
- 3.25% credit card charge (Visa, M/C, Discovery), based on the transaction volume
- 4.50 % credit card charge (Amex)

Printing Costs

- Production of name badges \$1.75 per person
- Signs starting at \$30 +tax

*Proceeds of ticket sales will be applied to the final invoice of the event and the balance owing will be invoiced. Any overages will be returned to the organizer.

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Submitting your request

The application deadline for Satellite Event requests is March 1, 2017.

To submit your request please complete the on-line form on the [CAN website](#). You will be asked to submit the following information:

- Name & Affiliation
- Contact Phone Number & Email
- Title of Event
- Brief description of event
- Name of speakers
- Estimated Attendance
- Ticket Price (if applicable)
- Length of event: ½ day, full day etc.
- Audio Visual Requirements
- Food & Beverage Requirements
- Event Agenda

Should you require any additional information or have any questions, please [contact us](#).

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