



Cognitive Development Society

CDS 2017 Pre-Conference Workshop Information

Hosting a pre-conference workshop at CDS 2017 in Portland, OR 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.

Pre-Conference Workshop

Officially Recognized Program

\$200

Administrative and onsite support of meeting logistics includes:

- Adding your pre-conference workshop as an option to the CDS Meeting registration form
- Taking registrations and (if needed) processing payments for your pre-conference workshop
- 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

The total cost of your pre-conference workshop will be highly dependant on your final requirements. Below are some considerations for the planning of the event budget. Pre-conference workshop organizers are responsible for all costs associated with hosting the event.

Cognitive Development Society

Secretariat – Podium Conference Specialists

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

T +1 250.472.7644 F +1 250.472.7664

E michelle@podiumconferences.com

W www.cogdevsoc.org



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Variable Costs

For officially recognized programs taking place at the CDS Conference HQ, the DoubleTree by Hilton Portland on Thursday October 12, 2017, please use the below guidelines for your budget:

Cost of room rental (full day): Complimentary

- Maximum capacity – up to 100 delegates (based on room set up)

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

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

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

- Light Coffee Break (including food): \$10+ service charge
- Coffee break (beverages only): \$5.95 + TAX and service charge
- Lunch (if required): approximately \$30 + service charge
- Please view the catering menus [here](#)

(Please note: 22% service fee will be applied 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

Printing Costs

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

*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 Pre-Conference Workshop submissions is March 15, 2017.

To submit your request please complete the on-line submission form. You will be asked to submit the following information:

- Workshop Title
- Names and Contact information of the workshop organizer
- Workshop goals and objectives
- Takeaway skill, knowledge, or material that attendees will acquire
- Budget
- Name and affiliations of workshop presenters
- Proposed format of the workshop
- Special requirements for audio visual needs or materials
- An abstract of the workshop
- Length of event: ½ day, full day etc.

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

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