

# DRAFT CAP CONGRESS HOSTING KIT

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## Introduction:

The CAP Congress is the most important general physics conference in Canada. Every year, hundreds of Canadian and international physicists meet at the host Canadian university to:

- communicate the results of their recent research
- listen to presentations of research across the broad spectrum of physics sub-disciplines (see Divisions list)
- exchange ideas and to argue alternate interpretations through informal discussion
- be informed of and to debate matters of science policy
- promote physics education
- conduct the affairs of the Association
- renew old friendships

It is also a time for the Annual General Meeting of the CAP and its Divisions, [the Herzberg Public Lecture](#), [the CAP Teachers' Workshop](#), [NSERC events \(report of GSC Chairs and New Faculty Luncheon\)](#), and other CAP or CAP-associated meetings.

Every CAP Congress has a unique character, and some unique challenges. At the same time, there are important elements that are common to every successful Congress. This kit is intended to **help** organizing committees at host institutions **to** take advantage of the experience that has been gained from over 60 years of CAP Congresses. In addition to outlining responsibilities of the host committee, the CAP office, the program committee and other partners, it contains suggestions about how to schedule essential tasks and some words of caution based on past experience. It is hoped that this kit will also be helpful to committees planning bids for future Congresses.

While hosting a Congress does represent a significant commitment for the members of any department, a successful Congress also conveys important benefits, and considerable satisfaction, for the department, its students, and the institution. [The workload can be manageable by division among a large number of volunteers. These can include active and retired members of host departments.](#) We hope that as this kit evolves and incorporates experience from succeeding Congresses, it will help to simplify the task of organizing and Annual CAP Congress. [The most important key to the organization of a successful Congress is communication, understanding of and respect for roles and responsibilities and a commitment to transparent communication among all of the parties with a stake in the success of the Congress.](#)

## **Brief history of the CAP Congress:**

The CAP congress has been organized annually since 1946. It has been hosted by roughly 30 different institutions. Over the past 25 years, attendance has ranged between 300 and 650 delegates with the exception of the 2002 Congress which drew nearly 1100 delegates. On occasion, the CAP Congress has been co-located or jointly organized with sister organizations including the Canadian Astronomical Society, the College of Medical Physicists, the American Physical Society, the Mexican Physical Society, and Photonics North. (If local Organizers are aware of other meetings that might be co-located with Congress, they should inform The CAP as soon as possible.) Some Congresses have had special themes, such as the World Year of Physics, but every Congress is special to the students (and young faculty) who gain their first experience presenting work to their peers and senior colleagues, have their first exposure to the breadth of physics in Canada, or discuss their work with famous physicists. A list of host institutions is appended to the end of this kit.

## **Benefits to the Host Institution:**

As it evolves, the importance of the CAP Congress to Canadian physicists continues to grow and attract internationally renowned physicists from Canada and abroad. Beyond its significance as a meeting where physicists can hear from and present to colleagues in their own areas, it is also an opportunity to become informed about developments in other areas of physics. It provides opportunities for young faculty to meet with each other and with representatives from NSERC, for faculty to hear reports from NSERC Grant Selection Committee Chairs, and for students to interact with each other and their senior colleagues. Corporate and Institutional CAP members also have opportunities to display their activities and products, to support Canadian physics and to gain visibility in the community. The teaching of physics is enhanced through presentations and discussions. It provides a venue for Chairs to discuss issues of concern to physics departments across the country. It also provides an opportunity for physicists to meet policy makers and to become informed on matters of science policy.

Hosting the Congress gives a department the opportunity to share in the collective responsibility for making the Congress a success. The experience brings other benefits to a department as well. Faculty and students from across the country get a better sense of what is happening in a particular department and carry their experience back to colleagues and prospective students. It raises the national profile of the department and the institution. Visitors to the host institution during Congress will include

NSERC representatives and many members of physics-related NSERC grant selection committees. Congress publicity materials will also publicize the host institution and can reinforce awareness of the accomplishments or strengths of a particular host department. Hosting a Congress also raises the profile of the host department within its own institution and region. The Herzberg Public Lecture on Sunday evening is a wonderful opportunity to highlight the department and the discipline to the community and to local dignitaries. The High School Teacher's Workshop is an opportunity to strengthen connections with local teachers and, through them, succeeding generations of potential physics students. Hosting the Congress can have a direct benefit for the institution through its conference, food, and hospitality services.

### **Elements of a Proposal to Host Congress:**

**Expression of Interest:** Typically 3 to 4 year in advance, the CAP Executive will call for expressions of interest in hosting the CAP Congress in a given year. A department that wishes to respond to such a call must first establish (i) that a sufficient number of department members are committed to working as members of the Local Organizing Committee (LOC) to ensure success of the Congress, (ii) that institutional facilities are available for a June meeting that year, and (iii) that the host institution supports the host department in its bid. A potential Chair (or potential co-Chairs) of the LOC should be identified at this time. The originating advocates for the bid should convene a meeting of Department members to discuss the responsibilities associated with hosting the meeting and to consider the adequacy of local facilities and resources (housing, potential venues, available support, food services, transportation, etc.). The Department's interest in submitting a bid should then be communicated at the earliest opportunity to the CAP Executive Director who will provide some initial advice and guidance on the bid process and the responsibilities associated with Congress hosting.

**Letter of Invitation:** The Department Head or Chair, possibly in cooperation with the Faculty Dean or other levels of administration at the institution will then prepare a formal Letter of Invitation to the CAP to hold its Congress during the specified year, at that institution (or hosted by that institution at a suitable local venue). The Letter of Invitation must be submitted at least 30 months before the planned congress. It should clearly communicate the commitment of the Department and the Institution to assume responsibility for hosting the Congress as outlined in this document. It should also indicate any special circumstances (anniversaries, celebrations, opening of a new facility, etc.) that might be relevant to a bid for Congress in the specified year. If the Department, Institution, or region has special characteristics that might lend distinctiveness to the Congress, these could also be highlighted. CAP Council will consider the bid and communicate its decision to the potential Host department no later than 24 months prior to the proposed Congress.

As soon as the Department has committed to submitting a bid, members of the Department should establish a timetable for meetings to review the tasks associated with hosting of a Congress, to identify any potential issues or opportunities that might arise from hosting of the Congress at that institution, and to discuss how the responsibilities of the LOC might be distributed among Department members. The goal should be for the Department to be able to formally constitute a fully-functional LOC, as described in this document, as soon as its bid is accepted.

**Immediate LOC activities once a bid is accepted:** Successful bids will normally be accepted by council at least 24 months prior to the proposed Congress. As soon as a bid is accepted, the LOC must be constituted and members assigned their tasks. The Executive Director will discuss the guidelines for contracts and signing authority with the LOC Chair and then the LOC must begin exploring and/or negotiating for items which will have budgetary implications such as accommodations (hotel and residence), e-mail access, session rooms, board rooms, audiovisual arrangements, a banquet venue, Herzberg public lecture venue, etc. as described in this document. The LOC should also begin seeking sponsorships, in-kind contributions, etc. as soon as the bid is accepted. The goal should be to have a clear picture of the physical arrangements for the conference and the budgetary implications before the site visit by the CAP Executive Director approximately 21 months before the Congress. It should be noted that if the bid is accepted at Congress 24 months before the proposed Congress, this preparatory work must be carried out within the first few months of that acceptance.

**Site visit:** Approximately 21 months before the planned Congress, the CAP Executive Director will visit the Host institution to observe the planned venues and accommodation and discuss planning details with local organizers and, if appropriate, institutional personnel. Expectations for the site visit are discussed in more detail elsewhere in this document.

**Budget Submission:** By the beginning of September preceding the planned Congress, the LOC, in consultation with the CAP Executive Director and the Congress Advisory Committee, must prepare a detailed budget for approval by CAP Council at the end of September. The elements of the Congress Budget are discussed in more detail elsewhere in this document. It is essential that the budget reflect realistic projections of revenues and expenses with registration, accommodation and banquet fees that will be attractive to a broad range of the CAP membership. Most sponsorship agreements should be in place by the time of the budget submission and it is essential that the revenue projections not be overly contingent on speculative sponsorship projections or unrealistic registration expectations.

## Parties involved in Congress Organization:

- **Local Organizing Committee:** The work of the Local Organizing Committee is obviously a key factor in the success of a particular Congress. It is important that the committee be able to work effectively as a group, that it be able to allocate tasks to different members, and that it be able to cooperate with the other parties involved in organizing a Congress. The responsibilities of the LOC are outlined in a following section. These are normally assigned to specific individuals but the success of the Congress reflects on the Department, the Institution, and the LOC as a whole so a willingness to pitch in as needed is a valuable asset in all LOC members. It is important that members who are assigned specific tasks understand clearly what their responsibilities entail, that they study the timelines associated with their tasks, and that the assigned tasks are compatible with that LOC member's aptitude and ability. It is rare for members of an LOC to complain that there was not enough to do. It is advisable to plan regular meetings of the LOC to review progress and provide support to LOC members who might have more demanding tasks. A list of sample LOC Committee positions and their responsibilities is in the Appendix. As well as the LOC members, it is advisable that the Chair (and possibly the Dean or a senior administrator) be involved in some tasks- for example soliciting sponsorship and press interviews.
- **Student Volunteers:** Students from the host institution typically oversee the audiovisual arrangements in each session room. They can participate in many other tasks such as registration, information, etc. They will interact with many delegates and their helpfulness and enthusiasm will have a large impact on the way delegates remember the Congress and the host institution. Student volunteers are given free registration and may attend sessions when they don't have other responsibilities. They will normally be invited to the Sunday student reception. Student volunteers will typically be given T-shirts, which they can keep, to identify them. The Congress budget is normally unable to accommodate the provision of additional rewards for the student volunteers but the host department is encouraged to explore ways to reward and recognize this group itself. If sponsorship exceeds the target levels, students may be supplied with banquet tickets.
- **Program Committee:** The Program Committee comprises the division chairs plus the LOC Chair and is chaired by the CAP Vice President. The Program Committee recommends a selection of plenary speakers and organizes speakers for Congress sessions. The CAP executive oversees the awarding of Medals as recommended by the Medal Committees. Medalists also present general talks at Congress. The Vice President as Chair of the Program Committee makes the final selection of the

Herzberg Lecturer following broad consultation. The LOC is responsible for the allocation of rooms and A/V for all these sessions.

- **Congress Advisory Committee:** This committee is chaired by the Past-President and is comprised of other current and former executive committee members with experience in Congress organization. The Congress Advisory Committee provides advice to the LOC, Program Committee, and Executive on matters to do with Congress organization, policy and contingencies. This committee or a subgroup will monitor the budget and progress on sponsorship. Its members will provide advice and assistance, based on past experience. The Past-President also chairs the student competitions at Congress. The Vice-President Elect is the Liaison for the student reception.
- **Executive Director and CAP office staff:** The CAP office oversees most aspects of Congress planning and production of the Congress Program. The Executive director will maintain close contact with the LOC. Please note that early LOC timelines are necessary so that the Executive Director can assist the Program Committee with abstract review, programming and production of the Congress Book beginning in early March.
- **CAP Council:** On recommendation of the CAP Council, The CAP Executive approves the proposal to host a conference submitted by a local institution. This includes a budget proposal. A presentation is made to Council at the Fall meeting. Evidence of committed or potential sponsorship is expected.
- **Chair of the local Department:** The Chair of the Local Department is expected to Chair the meeting of Heads and Chairs on the first morning of Congress.
- **Other local bodies:** Many Congresses also involve the participation of the host university's Conference Services or Hospitality Office. These bodies typically provide essential services to the Congress organizers but it is essential that consequent obligations and responsibilities of all parties involved be clearly understood and communicated and that arrangements with these offices be submitted to the CAP office and executive for approval before agreements are undertaken that might expose the association to significant financial liabilities.

- **Professional Conference Organizers:** Professional organizers can contribute significantly to the success of a Congress or specific events at a Congress but the costs must be weighed against potential benefits. The decision to engage a Professional Event Organizer should be made jointly with the **CAP Congress Advisory Committee** and the Executive Director. Because of constraints on the Congress budget, the decision to use a professional conference organizer should be coupled to a commitment to secure additional funds through sponsorships or other fundraising activities. By coupling the contribution of a professional conference organizer to the economic benefits to a region of hosting the congress, it might be possible to convince a regional tourism office to contribute to the cost of the organizer.

### **Site Visit:**

About 12 months before the planned Congress, the CAP Executive Director will visit the host institution to examine proposed venues, discuss planning details with the LOC, and meet with university personnel who will be assisting with the Congress. In order to maximize the benefit of this visit, it is essential that planning be advanced to the required stage by the date of this visit. Potential venues for the Herzberg Lecture, Plenary lectures, parallel sessions, exhibits and posters, the registration area, and the Banquet, should have been identified and tentatively booked. Block bookings of on-campus and off-campus accommodations need to have been negotiated. There also needs to have been a realistic assessment of the capacity of local food services to accommodate the anticipated number of delegates, over the weekend as well as on weekdays. Any other preparations, as requested by the Executive Director in advance of the site visit, must also have been completed.

### **Responsibilities the Local Organizing Committee:**

The Local Organizing Committee (LOC) works closely with the CAP office, **the CAP Congress Advisory Committee**, and the Congress Programme Committee to plan and produce the Congress. The LOC is encouraged to contribute creative initiatives and programme suggestions but final decisions regarding programme rest with the Programme committee and the proposed Congress budget must be approved by the CAP executive and council. **As planning for the Congress proceeds, the LOC will provide interim financial reports to the Congress Advisory Committee on the schedule described below.** Significant deviations from the approved budget must **also** be approved by the CAP executive.

A detailed timeline for the Congress preparations is provided below. The primary responsibilities of the local organizing committee can be categorized as follows:

- Preparing a Congress Poster in time for inclusion with materials for the previous year's Congress.
- Preparing a Congress Budget, including proposed Congress fees, for approval at the CAP Fall Council Meeting prior to the congress. This should include a list of expected sponsorship and an indication of initial commitments.
- Making local arrangements for the Herzberg Public Lecture and the associated reception for Sunday evening. This also includes securing a suitable venue for the event, publicizing the lecture, liaising with local dignitaries who might be invited to say a few words at the event, and arranging a dinner for the lecturer and representatives of CAP and the local organizing committee. The Vice President as Chair of the Program Committee makes the final selection of the Herzberg Lecturer following broad consultation within the Program Committee, the CAP executive, etc.
- Actively pursue and secure sponsorship for specific events and general activities in consultation with the Congress Advisory Committee as necessary. The local organizing committee is also encouraged to seek potential sponsors for coffee breaks from among the exhibitors.
- Identifying and securing convenient and accessible venues, along with audiovisual, technical and other support, for all Congress sessions, events, receptions, and associated meetings. The LOC is also responsible for allocating specific rooms to each event after checking appropriateness of facilities and capacities.
- Negotiating and securing an appropriate balance of on-campus and convenient off-campus accommodations.
- Preparing bilingual posters and publicity material for the Herzberg Public Lecture and other events including the Teachers' Workshop, NSERC events, and Science Policy and Outreach events.
- Preparing written descriptions of the local area for PIC, the web and the Program book.
- Making appropriate hospitality arrangements. This includes coffee and snacks, lunches or breakfasts for specified business or committee meetings, specified receptions, etc. The local organizing committee should also identify available food service sites near the congress venue and ensure that capacity is sufficient to accommodate the anticipated demand from delegates at normal

meal times. [At some recent Congresses, lunches have been included in registration because prepayment was the only way to guarantee preparation of sufficient food on campus.](#)

- Securing a venue for the Congress Banquet and negotiating an attractive price and menu including provisions for special dietary requirements. The venue should include facilities for award presentations and announcements. If necessary, the cost of transportation to and from the venue must be factored into the Banquet cost.
- Securing a suitable venue and organizing a breakfast meeting for Heads and Chairs. The venue should contain projection facilities for the meeting. The breakfast is hosted by the Head or Chair of the local department. This individual is also responsible for issuing timely invitations to other Heads and Chairs, soliciting suggestions for discussion topics, setting the meeting agenda and chairing the meeting. Minutes are kept by the Head or Chair from the upcoming host institution.
- Establishing a [bilingual](#) Congress web site with links for on-line registration, accommodation, and local information. The site will also have links to abstract submission and program pages on the CAP server.
- Arranging a suitable venue for exhibits and the poster session, [liaising with the past president regarding needs for the student poster competition, and](#) promoting the Congress to potential exhibitors. Where possible, the arrangements for coffee should be designed to maximize delegate traffic through exhibit areas. The local organizing committee is encouraged to make initial contacts with potential exhibitors at the previous year Congress and to follow up with information about the upcoming Congress soon after. The local organizing committee [should](#) also seek potential sponsors for coffee breaks from among the exhibitors.
- Arranging for delegate e-mail and computer access.
- Securing a venue for and hosting a graduate student event. This is often a barbecue although other events could be considered.
- Identifying a local teacher to coordinate the High School Teachers Workshop and, [with advice from DPE](#), working with that teacher to organize, promote, and present the workshop.

- Preparing a detailed Congress follow-up report **using the reporting guidelines described below** and providing suggestions for updating/revising/correcting conference hosting kit.

### **Responsibilities of the Program Committee: (document under development)**

### **Responsibilities of the Congress Advisory Committee:**

**(Insert motion at 2006 Council Meeting) PLUS MELANIE WILL WRITE 2 PARAGRAPHS**

### **Expectations:**

All parties involved in organizing and running a Congress must strive to meet the expectations of the delegates. As much as possible, spaces must accommodate and be appropriate to the sessions and events assigned to them. Sessions should start as scheduled and local organizers should be accessible and prepared to deal with contingencies (eg failed A/V equipment) that might arise. Distances between venues should allow for reasonable movement between sessions and routes should be clearly marked. Delegates should be made to feel welcome at the host institution and at the Congress.

There are also important expectations regarding the financial management of the Congress. Congress organizers must develop a realistic budget using standard and mutually-understood categories provided or approved by the CAP office. As planning for the Congress proceeds, regular communication between the local organizing committee, the CAP office, **and the Congress Advisory Committee, Council and/or the CAP executive, as appropriate**, is essential. To avoid misunderstandings later, issues that could lead to a variance from the approved budget must be discussed and addressed as they become apparent. Reporting of revenues and expenses must be consistent with standard practice as specified by the CAP.

Revenues remaining after payment of local Congress expenses are returned to the CAP **in part as a reimbursement of the time spent by CAP staff on Congress**. For a typical congress, the expectation is that at least \$45,000 will be returned to CAP and the proposed Congress budget must reflect this expectation. This level of return is an essential component of the CAP annual budget. **It reflects the fraction of the CAP office's time and overhead that goes to congress preparation every year. Some congress expenses directly paid by the CAP office (Herzberg lecturer, travel, printed program) are also charged to the congress budget.**

Congresses held in “large markets” (Ontario, Quebec, Vancouver) are expected to return \$45,000 and typically do return in excess of that amount. When this occurs, some fraction of the money returned to CAP can be placed into the Congress Averaging Fund. Access to the Congress Averaging Fund, when returns fall below the \$45,000 expectation, facilitates hosting of Congress at institutions in “smaller markets” by removing the potential risk to CAP finances from possibly higher expenses or lower attendance. For sites in “medium markets”, the expectation is that the Congress will return \$40,000 and that \$5,000 will be drawn from the Congress averaging fund. For “small market” Congresses, the expectation is for a return of \$35,000 with \$10,000 being drawn from the Congress Averaging Fund. **The CAP executive, the Congress Advisory Committee, the Executive Director, and the LOC must come to a consensus on the classification of a given Congress venue, and the consequent expectation for a return to the CAP, prior to the submission of the initial budget.**

**This kit provides guidelines for hosting a “normal” CAP Congress. Special circumstances or opportunities may justify departures from these guidelines but any significant departures, particularly ones that might change the character of the Congress or expose the association to financial risk, must be clearly communicated to and approved by the CAP. Whether formally or informally, the LOC and the CAP must agree on aspects of the Congress plan that depart significantly from the “normal” guidelines provided here.**

### **Congress and Banquet Fees:**

Delegates and members who do not attend CAP Congress have identified Congress fees as an issue. Costs have also been identified as an impediment to participation in the banquet, particularly for students. In budgeting for a Congress, the LOC should take careful note of preceding Congress fee structures and make a serious effort to maintain or, preferably, reduce fees where possible.

### **Budgeting:**

Realistic budgeting is critical to the success of the Congress. The initial budget submission will be based on proposed fees for different classes of registrant and realistic estimates of anticipated attendance in each category. The Executive Director can provide some guidance regarding realistic attendance estimates in each category. The budget should describe anticipate revenue

and expenses and the net difference should reflect the necessary contribution to the operation of the CAP appropriate to the agreed market level of that Congress.

The elements of revenue include the following:

- Registrations: The categories of registrants are
  - Regular (member)
  - Regular (non-member)
  - Invited speaker (charged at member rate)
  - Student (member)
  - Student (non-member)
  - Teacher (member)
  - Teacher (non-member)
  - Retiree

For each of these categories, there will be an early registration fee, a post-deadline registration fee, and an on-site fee (one day or full Congress). The estimated revenue is very sensitive to the breakdown of attendance between the various categories and it is essential that this be done in a way that is consistent with past experience.

- Sponsor contributions: Sponsor contributions are normally used to partially offset normal Congress expenses but extraordinary sponsor contributions are needed if the LOC wishes to add special “features” to a Congress, perhaps to celebrate a significant anniversary. If an event is contingent on extraordinary sponsorship, that sponsorship should be secured before it is included in the budget.
- Exhibits: Experience can provide a realistic estimate of anticipated revenue from exhibits but the potential for further revenue generation from the cultivation of new exhibitors should be vigorously pursued. Exhibitors contribute to the vitality of the Congress and satisfied exhibitors can become important long term partners for CAP.
- Banquet: The budget should contain a revenue item for the budget but this will be balanced by an equivalent or smaller expense.

The elements of the budget's expense side may include:

- Program printing
- Costs associated with the Herzberg Memorial Public Lecture
- Audio-visual expenses
- Transportation of Congress materials
- Payments to Hospitality Services
- Room rentals if not provided by the host institution
- Meals and Coffee breaks.
- Poster Boards and exhibit booths
- CAP staff travel for site visits and preparatory meetings
- Registration materials
- Internet connections
- Registration web site if not included in fees to Hospitality Services
- Contingency
- Banquet (should not exceed anticipated revenue)

The budgeted revenue should exceed expenses by at least the amount identified as being an appropriate return to CAP operating for a Congress in the “market” level agreed to by the LOC and the CAP executive. It is important that budgets be reported in a consistent manner and that there be consensus among the parties involved as to how the budget is to be interpreted. It is also necessary that each revision of the budget be dated and presented as a hard copy so that a reliable record of the budget history can be maintained.

### **Sponsorship:**

Sponsorships can be a very effective way of financing specific elements of a Congress and more fully involving commercial or institutional partners in the Congress and the association. It is highly recommended that the CAP office be kept fully informed of efforts being made to attract sponsors. The office can sometimes provide assistance with this effort and input from the office might also help the LOC avoid potential conflicts between competing sponsors.

In August preceding the Congress, the LOC is asked to identify potential sponsors and exhibitors and outline a strategy to approach them. Given the benefits and visibility that accrue to the host institution, LOCs are encouraged to engage the assistance of the Department Chair, the Faculty Dean, and members of their senior administration in the process of identifying and approaching potential sponsors. In developing its sponsorship strategy, the LOC should also discuss, with the CAP executive and the CAP office, any need for help in that process and the extent to which the CAP office and executive should be involved in approaching potential sponsors at the national level. The outcome of this discussion must be a list of potential sponsors and/or exhibitors at the local, provincial, and national level, including tourism and development bodies, and a clear understanding of which party is responsible for approaching each potential sponsor or exhibitor.

### **Local Organising Committee Members and Duties:**

- **LOC Chair**
- **LOC Vice-Chair (or Co-Chair)**
- **Treasurer**
- **Secretary**
- **Fundraising**
- **Registration**
- **Exhibits**
- **Poster Session**
- **Webmaster**
- **Signage**
- **Publicity and Media Relations**
- **Audio Visual Support and Student Coordination**
- **Accommodation**
- **Banquet**
- **Entertainment**
- **Teacher's Workshop Coordinator**
- **Graduate Student Barbecue**

## Elements of a Congress:

There are many features, activities, and meetings that are standard components of any CAP Congress. This section describes some of the basic elements of a typical Congress. A later section contains a detailed timeline for the planning and organization of these and other elements. Many of the events described here involve meals or refreshments and coordination with Hospitality Services at the Host Institution is important, [especially for events that occur on a Sunday when full catering may not be available on campus.](#)

- [Physical Layout: Choice of rooms, AV, accommodations, registration area](#)
- **Herzberg Public Lecture (Sunday evening) and Reception:** The Herzberg Public Lecture is one of the most important components of a Congress and particular care should be paid to its organization. The selection and invitation of the Herzberg Lecturer is the responsibility of [the CAP Vice-President and Program Chair](#), with input from the Program Committee, [the CAP executive](#), and the Local Organizing Committee. Travel and Accommodation expenses for the Herzberg Lecturer are charged to the Congress Account. The LOC is responsible for securing a suitable venue with the capacity to accommodate most of the anticipated registration plus [several hundred](#) members of the public. The LOC should also arrange for a reception for delegates to follow the Lecture. The LOC [should](#) seek sponsorships to offset costs associated with the lecture and the reception. [The LOC should also make arrangements for a pre-lecture dinner to be attended by the lecturer, a representative of the CAP executive, the Program Chair, a senior representative of the institution \(if available\) and a representative of the LOC. This dinner must begin early enough to allow the lecturer some quiet time at the venue, just prior to the lecture. If possible, there should be a backstage room available.](#)

The Herzberg Lecture is a public lecture and the LOC should promote it widely within the region of the host institution. In particular, local physics teachers should be made aware of the lecture and it should be made clear that high school students are welcome. A poster for the event should be prepared and submitted to the CAP executive for approval in time for wide regional and national distribution. [A modified version of the poster should be used as an ad in print media. Local media should be contacted and offered the opportunity for interviews in advance of and on the day of the lecture. A guideline for planning such events from the Perimeter Institute is included as an Appendix.](#)

In planning the evening, the focus must be on the lecture itself. The lecture generally starts at 19:00 hr. [A sample Herzberg Program, a poster and an ad are included in the Appendix.](#) If sponsorships have been secured, ways in which they can be acknowledged include a series of slides running as a continuous loop while the audience is being seated or by a banner. It is appropriate for the evening to begin with a welcome to the delegates, [the public and special guests](#) from a representative of the host institution [followed by a short description of the Herzberg Lecture and a short introduction to the Lecturer by the CAP president.](#) The aim should be to complete the lecture portion of the evening in less than an hour and a half including opening remarks, introductions, lecture, questions and closing remarks. Except for very special occasions, entertainment as a scheduled part of the program should be avoided [as should the serving of refreshments prior to the lecture.](#) Incidental music prior to the beginning of the formal program may be approved by the CAP executive if the costs are borne through sponsorship.

[A means for late-arriving delegates to pick up Herzberg Lecture and drink tickets prior to the Lecture needs to be arranged. The costs and necessity of issuing tickets through the lecture venue needs investigation as do issues of insurance. In recent years, lecturers have agreed to video-taping of the lecture for CAP use. Delegate transportation to the lecture venue may be arranged.](#)

The reception usually involves a cash bar and hors d'oeuvres with delegates being given one complimentary drink ticket. A banner or poster acknowledging sponsorship would again be appropriate.

- **Banquet Reception and Banquet (Tuesday night):** The LOC should identify a venue and obtain an estimate of banquet costs well in advance of the CAP Council meeting at which the Congress budget is submitted for approval. Considerations include cost, space, accessibility, ability to accommodate special dietary requirements, etc. It is usual to provide delegates with one drink ticket for the reception preceding the banquet. Complimentary [drinks and banquet tickets](#) must be approved by [the Congress Advisory Committee](#). Normally these are limited to finalists in the student paper and poster competitions (whose tickets are provided by their divisions [or the competition sponsor](#)), student prize exam winners, [CAP medallists](#) and special guests identified by the executive.

The program for the banquet evening is set by the CAP executive. The outgoing CAP president acts as the Master of Ceremonies. After dinner, award winners are recognized. Except for the CAP-COMP Kirkby Medallist, for whom no plenary is normally scheduled, responses should be limited to less than a minute. The CAP-COMP Kirkby Medallist can be allowed a few minutes in which to respond to the award. Finalists in the student paper and poster competitions are also recognized.

- **Registration Area:** The registration area should be centrally located **and identified by a banner**. Routes to it should be clearly marked. The registration area should be set up to efficiently deliver registration packages to pre-registered delegates as they arrive while also accommodating on-site registrants. A message board for delegates should be located close to the registration area. A table with local information should also be set up. A table with a printer should be provided for use of CAP personnel. The registration table should remain staffed at least until the end of the afternoon sessions each day. Ideally, someone at the registration desk should be able to contact a senior member of the LOC to deal with contingencies that might arise. A secure space near the registration area should be provided for safe storage of CAP and LOC materials overnight.
- **Sunday Symposia:** A number of divisions schedule Symposia and/or regular sessions on Sunday. These tend to require some of the larger session rooms and divisions typically exercise a little more freedom in scheduling sessions on Sunday. Divisions will typically indicate their interest in running Sunday programming at the Fall program meeting and these requirements will be transmitted to the LOC. The LOC should anticipate a significant level of Sunday programming when booking rooms for the Congress. **The availability of lunch, for delegates, close to the Sunday sessions should be assessed.**
- **Plenary sessions:** Plenary talks of 45 minutes in duration are presented by various CAP award and medal winners and by up to three plenary speakers selected by the Program Committee. The Plenary session for the Brockhouse Medal of the Division of Condensed Matter and Materials Science is normally held in conjunction with the DCMMP Sunday Symposium. The other plenary sessions are scheduled for 8:15, 9:00, and 13:30 on Monday, Tuesday, and Wednesday. For some slots, two Medal or award winner talks may be scheduled in parallel.

The LOC should identify two venues suitable for Plenary lectures. One should be large enough to accommodate most of the anticipated registration. **Sometimes an overflow room with a video feed has been used. The quality of the A/V in these rooms as seen from the rear should be assessed prior to booking.** The second venue, used when two Plenaries are scheduled together, can be somewhat smaller. Plenary session Chairs, to be assigned by the CAP executive, will offer brief introductions for the Medal and Award winners and for the invited plenary speakers.

- **Parallel sessions:** The LOC should identify **10-12** spaces to be used for parallel sessions. The smallest of these should accommodate no less than about **15%** of the anticipated registration to allow for fluctuations in audience size. The majority of rooms should accommodate 80-120 audience members. Ideally, all of the rooms used should be within about 5 minutes walking time of each other. The rooms should be equipped with both transparency and digital projectors. An attendant from

the host institution should be assigned to assist with projection and other audiovisual needs in each room. The attendant should have a way to communicate quickly with a senior member of the LOC in the event that technical difficulties arise.

- **Exhibit area:** Exhibitors contribute enormously to the success of a CAP Congress and should be treated accordingly and requests from exhibitors should be given serious consideration. One [or more LOC member](#) should be assigned to recruit and accommodate exhibitors. The recruitment of exhibitors should begin [at the preceding Congress](#) where a representative of the incoming LOC should invite each exhibitor personally to attend the following year's Congress. The fees for different classes of exhibitor should be approved as part of the Congress budget proposal. Basic exhibitor booths should include standard covered tables and partitions. Provision for electricity should be made where required by an exhibitor. The exhibit area should be in close proximity to the session venues. Ideally, coffee and snacks should be located so as to draw delegates through the exhibit area. Exhibitors should be offered an opportunity to sponsor coffee and/or food. [A lunch with the exhibitors works well.](#) Delegates should be encouraged to visit and meet with exhibitors. The poster area should be integrated closely with the exhibit area and exhibitors should be encouraged to attend the poster session. [Members of the CAP executive and the LOC normally tour the exhibits and thank the exhibitors in person Sunday following the Heads and Chairs meeting. A list of past exhibitors is provided in the Appendix. Corporate members of CAP should also be approached.](#)
- **Poster session:** If possible, the space for the poster session should be closely integrated with the exhibits area. The number of poster boards needed should be estimated based on past experience and the anticipated registration. Poster board dimensions should be communicated to the CAP office as soon as they are available and posted to the information section of the Congress web site.

The poster area should be available for delegates to mount their posters on Sunday of the Congress. Poster board numbering should be consistent with the labelling used in the Congress program. [A method of attaching posters to the boards should be provided.](#) The poster session and student poster competition is normally scheduled for Monday evening. The LOC member responsible for posters should coordinate with the CAP executive member in charge of the student poster competition (normally the past-president) to determine a way to identify posters entered in the competition and finalists. If an exhibitor has agreed to sponsor prizes for the poster session, it would be appropriate to use that exhibitor's logo on tags to identify the competitors and finalists. Judging should be scheduled to allow presentations to be made well before the end of the poster session. If possible, posters should be allowed to remain in place until Tuesday night or Wednesday morning. [One hour before the end of the poster session, the LOC member responsible for posters should record the poster numbers for any posters which have not been displayed.](#)

It is typical for food and refreshments to be made available at the poster session. If so, it is appropriate to provide one drink ticket to each delegate.

- **High School Teachers workshop:** The LOC should recruit [one or two local high school physics teachers](#) to coordinate the High School Teachers Workshop in conjunction with the Division of Physics Education. The Workshop is normally scheduled for Monday and begins with registration before 9:00. [Teacher registration is free.](#)

The DOP Chair may also be contacted for assistance with the program. In the past, speakers invited to Congress (including Nobel Laureates) have been happy to present a second lecture to the teachers. The teachers normally attend the Teaching Medal Lecture. A round table between the teachers and the Heads and Chairs was organized in 2007. In past years, CIPI has sponsored a luncheon with speaker. CIPI will be contacted by the CAP office. The exhibitors appreciate some time for the teachers to visit them and often sponsor a coffee break. Teachers may also be interested in the poster session.

Bags and handouts for the teachers are usually arranged inexpensively. Some organizations will donate materials. Various organizations are willing to donate handout material if a theme is identified. Light breakfast refreshments and registration for the Workshop is usually provided close to the room. The room should be large enough to accommodate the teachers and a fair number of interested CAP delegates.

Usually 81/2X11" posters are distributed both to local schools and further afield (to Science coordinators at school boards, CAP Teacher members, provincial science teachers organizations, etc). The poster should include a description of both the workshop and the Herzberg lecture. Articles and announcements are also placed in newsletters of appropriate teacher organizations.

In 2007, some money was raised for teachers travel expenses and this workshop draw attendees from a number of provinces. If teachers request and room is available, their students may also attend.

June is a difficult time of year for teachers to get release from the classroom. The CAP president may write to identified senior people at the local school boards to make the case for this extraordinary opportunity for teachers. If the institution has a teacher training program, invitations may be issued there as well.

Sample posters, announcements and memos are included in the Appendix.

- **Executive and Council meetings:** The LOC should identify suitable venues for a series of meetings that take place between Saturday morning and late Wednesday afternoon. CAP Executive typically meets on Saturday between 9:30 and 13:30. This meeting requires a board room or similar space. CAP Council meets immediately after the executive meeting. A board room with seating for about 50 can usually accommodate both meetings. The Institute of Particle Physics (IPP) Board of Trustees typically meets Sunday morning and can be accommodated in a similar space. The IPP General Meeting is typically scheduled for Sunday afternoon and should accommodate 80-100 participants. The joint meeting of Old and New CAP Councils is held late Wednesday afternoon. Again, the space selected should accommodate at least 50 participants.
- **Annual General Meeting:** The CAP Annual General Meeting is normally scheduled between 16:45-18:00 on Tuesday afternoon. This should be in a space with seating for at least 150 delegates and a table at the front for the CAP executive. There should be microphones available on the front table. Overhead and Digital projectors should be provided for this meeting. The scheduling and location for this meeting should be chosen so that participants have time to travel to the Banquet and Reception after the Annual General Meeting.
- **Business meetings:** There are a number of business and committee meetings scheduled throughout the period of the Congress. The LOC should anticipate these and help identify suitable venues. Some of these are breakfast, luncheon or dinner meetings and some are conducted without food. In addition to the CAP Executive, CAP Council, and IPP Board and General meetings already mentioned, most CAP divisions also schedule their business meetings during Congress. [The CAP/NSERC Committee and IUPAP Committees will also hold meetings, each for about 12 people.](#)

There are typically about 6 Divisional Business meetings over lunch on each of Monday and Tuesday. [There should be a digital projector available for these meetings so they are often in a meeting room following a session.](#) Delegates are asked to identify divisional meetings that they will be attending. Many divisions provide lunch for delegates who indicate that they will be attending the business meeting. Provision should be made to deliver box lunches to the meetings of divisions that request this and arrangements should be made with the CAP office to recover the costs for boxed lunches from divisions requesting this. [Some divisions \(e.g. DPE\) may also hold breakfast meetings. In addition, CAP Past Presidents will hold a lunch meeting.](#) At recent Congresses, the CAP Past-President's lunch has been scheduled for Sunday. Arrangements for this lunch can vary from year to year.

A number of groups conduct their business at breakfast meetings. These groups include the Canadian Institute of Nuclear Physics Board of Trustees, the Friends of CAP, the Canadian National IUPAP Liaison Committee (CNILC). A number of meetings are typically held late Monday afternoon. These include the Physics in Canada Board meeting, the Canadian Journal of Physics Board Meeting, and the Canadian Institute of Nuclear Physics General meeting. Timing for the NSERC Liaison Committee meeting can vary from year to year. [Lunch for the teachers will also be attended by a number of others \(10-15\) and the room should have a digital projector.](#)

- **Heads & Chairs Meeting:** The annual meeting of Physics Department Heads and Chairs is typically conducted as a breakfast meeting Sunday morning. It is hosted by the Chair of the host department who also serves as chair and sets the agenda for this meeting. The Chair of the next host department serves as secretary for this meeting. It is possible to conduct the business part of this meeting in a separate venue after the breakfast or to combine the breakfast and the business part of the meeting. In either case, it is advisable to provide an overhead and a digital projector for the business part of the meeting.
- **Additional meetings: room booking, catering?**
- **Student reception:** The host institution typically organizes a reception for graduate students late Sunday afternoon. This is attended by the [Director of Student Affairs, the Councillor-at-large for Graduate Students and the Vice-President Elect.](#) [The host institution is usually willing to partially sponsor this as part of student recruitment.](#)
- **Student competitions:** Graduate students submitting abstracts to Congress can opt to participate in competitions for the Best Student Oral Presentation or the Best Student Poster. The Competitions are organized by the CAP Past President with the cooperation of Division Chairs and the LOC member responsible for the Poster session. Some divisions also sponsor prizes for students submitting papers to that division. Guidelines for these competitions are posted at the CAP website. The poster competition is judged by representatives of all participating divisions in three stages. Divisions rank their posters Monday between 8:00 and 18:00. From 18:00 to 19:00, a panel of representatives from the participating divisions view the highest ranked posters and identify 6 finalists. From 19:00-20:00 the judges [visit](#) with each of the finalists and complete poster judging forms with marks for appearance and organization, content, clarity, and oral responses to questions. [Finalists](#) are identified before the end of the poster competition and announced [there and](#) just before the CAP Annual General Meeting Tuesday afternoon. [The finalists are also introduced at the banquet and the winners of the poster competition are announced.](#)

Students entering the Best Student Oral Presentation Competition are scheduled for presentation in divisional meetings on Monday and Tuesday. Six finalists are identified on the basis of divisional judging and announced just before the Annual General Meeting on Tuesday afternoon. [Finalists for the oral competition are also introduced at the banquet.](#) The final oral competition takes place Wednesday morning and the [oral competition](#) winners are announced just before the Wednesday afternoon plenary session.

In the past, publishers participating in the exhibit have contributed book prizes for these competitions. Exhibitors doing so should be acknowledged appropriately. The winners of the Poster competition and the finalists for the Best Oral Presentation Competition are also awarded tickets to the Banquet. These are paid for by the sponsoring divisions [or by sponsors.](#)

- **Science Policy Session:** Recent Congresses have included a variety of Science Policy Sessions. These are generally Plenary sessions and can take various forms including talks and panel discussions depending on the topic being addressed and the participants invited. The nature of the Science Policy Session at a given Congress is typically determined by the CAP executive [and the Science Policy Committee](#) with input from the Program Committee and, where appropriate, the LOC. [Attendance at these sessions \(for example, the address by the NSERC President\) may be extended to members of the host institution if the room is large or an overflow space is provided.](#)
- **CEWIP session:** The Committee to Encourage Women in Physics usually holds a combined session and business meeting late on Monday afternoon. One of the larger spaces should be used for this session. Food and refreshments are often provided at this meeting.
- **New Faculty Luncheon and NSERC Workshop:** Depending on the availability of NSERC staff, these events are typically scheduled over the lunch period on Wednesday. The lunch for new Faculty Members is typically hosted by the CAP Director of Academic Affairs. Immediately following the lunch, CAP members can join new faculty members at a session in which NSERC staff members can provide information about new initiatives and developments at NSERC. This can be a very popular session so a larger venue should be assigned. [This session may be opened to members of the host institution.](#)
- **E-mail access:** The host institution typically provides a means for delegates to access e-mail. Increasingly this is through an existing wireless network but access to computers somewhere near the Congress site is still helpful for delegates who do not travel with their computers.

## Posters, Publicity, and Signage:

- **Posters:** The main Congress Poster must be prepared well before the preceding Congress so that it can be distributed with material for that Congress. The poster should be submitted to the office so that translations and association standards can be confirmed. It is often effective to use the theme or motif from the main conference poster as a basis for posters publicizing other elements of the Congress. These include the Herzberg Public Lecture, special events targeted at selected groups of delegates such as the New Faculty Luncheon, special Plenary talks, etc. These posters are made available for download on the web and can be used in departments across the country to promote the Congress.
- **Publicity and Congress visibility:** Particular attention should be paid to visibility of the Congress in the region of the host institution. Publicity generated by the Congress reflects well on the host department and on the discipline in that region. Interviews or news releases promoting the Herzberg Lecture can be particularly effective in drawing attention to the department and the Congress. The CAP office can provide some guidance in this respect. [Local and National media, interviews, Herzberg advertisement](#)
- **Signage:** Clear signage directing delegates to all significant venues and locations is essential. Some delegates may arrive as early as Friday evening for CAP Council or other meetings on Saturday so it is advisable to have signage in place by then. Some signs can be reused from Congress to Congress and these will be forwarded to the LOC during the summer preceding a given Congress in order that their availability can be taken into account during planning. In turn, LOCs should consider the potential reuse of signs that they produce and are encouraged to forward signs that might be suitable for re-use to the next LOC.
- **Language requirements:** The CAP is a bilingual organization and is committed to providing posters, signage, and other Congress materials in both official languages. The need to translate posters, signs, and the web site should be taken into account in the timing and budgeting of affected tasks. The session information boards outside of session venues should also be bilingual. The Executive Director can provide guidance regarding other materials that must be translated.

## Reusable Congress Materials:

Some Congress materials stay the same from year to year and it is sensible to reuse materials where possible. At the end of each Congress, the LOC should repackage material that is to be re-used at subsequent Congresses and forward it to the next LOC. This includes but is not limited to:

- **Signs:** generic signs with the CAP logo will be reused where possible
- **LOC identification vests:** The CAP has purchased a set of vests to be worn by LOC members to identify them to delegates. These should be cleaned following Congress and forwarded for reuse.
- **Session Timers:** The CAP has acquired a set of session timers. Following Congress, these should be disassembled and forwarded for reuse. If any of the timers require repair or replacement, this should be communicated to the CAP office and the next LOC.
- **Draft Letters and Memos: (see appendix)** The LOC should maintain a record of correspondence related to the Congress and provide the next LOC with any letter or memo templates they have found useful. Draft letters and templates for exhibitors, potential sponsors, local dignitaries, etc. are included as an appendix to this document. Each LOC should review these and recommend updates as necessary.

### **Congress Bags:**

Most CAP delegates have accumulated a large number of Congress bags and, when asked, do not consider the provision of yet another bag to be a significant factor in their decision to attend Congress or not. In an effort to reduce fees to delegates, the CAP executive has decided not to provide a new Congress bag each year. Instead, registration materials will be provided in an envelope and delegates will be offered an opportunity to purchase a canvas bag for a small fee. The design of the Congress bag will remain fixed from year to year which will facilitate additional savings. The sale of Congress bags to regular delegates will be administered by the CAP office and Congress bags for regular delegates should not be an item in the budget prepared by the LOC. Congress bags will be provided to High School teachers participating in the High School Teachers Workshop and these should be budgeted.

## **Lunches:**

Unless a host institution lacks the capacity to accommodate delegates at normal lunch venues, it is preferable that lunch not be included as part of the Congress fee since this raises the apparent cost of registration, complicates travel claim processing for delegates, and restricts the freedom of delegates to choose when, where, and how to eat. If it is necessary to include lunch as part of registration, the situation must be discussed with the CAP executive and arrangements must be carefully considered.

There are a number of business meetings during Congress at which lunch is provided or available. Many of these are Division business meetings. If lunch is not being provided as part of registration, the cost of lunch for Division business meeting can be recovered from the Divisions. Delegates are now asked, during registration, to indicate which meetings they will attend. This information will be provided to the LOC so that it can make appropriate arrangements. In order to accommodate fluctuations in meeting attendance, some additional lunches should be made available for meetings. If lunch is being provided as part of registration, the LOC needs to determine how to partition the available lunches between meetings and the regular lunch venue. It should budget for a small number of extra lunches in each venue to accommodate contingencies.

Regardless of the arrangements made, the LOC should track the number of lunches provided and the number returned and provide this information as part of its Congress report in order to facilitate future planning.

## **Alcohol at Congress Events:**

Alcohol is typically available at a small number of congress events. These include the student reception, the reception following the Herzberg Memorial Public Lecture, the Banquet Reception, and the Poster Session. It is the responsibility of the LOC to ensure that the distribution of alcohol at each of these events is carried out in a manner that fully complies with local regulations. In general, drinks at these events are obtained in exchange for tickets **whether** provided with registration or purchased at the event. It is the policy of CAP that only one drink ticket per event will be provided with registration. Because the student reception precedes the Herzberg Memorial Public Lecture, additional drink tickets are not available for purchase but soft drinks are provided.

The receptions following the Herzberg Memorial Public Lecture and preceding the banquet normally include snacks and an opportunity to purchase additional drink tickets. Typically wine and soft drinks are available. At the poster session, beer and soft drinks are available.

### **Contracts:**

The organization of a Congress typically involves the signing of a number of contracts. These may include contracts for hotel block bookings, hospitality services at the host institution, audio-visual services, facilities for the Herzberg Memorial Public Lecture, reception catering, transportation, etc. In some cases, a contract might also be signed with a professional congress organizer. In order to avoid misunderstandings, the LOC and the CAP Executive Director should discuss signing authority and contract guidelines as soon as possible after the bid to host Congress is accepted. In general, the CAP executive must review contracts which involve monetary risk for the association before they are signed. In particular, contracts which include any penalty for failure to meet specified attendance milestones must be reviewed by the Executive Director before they are signed.

### **Contingencies:**

In preparing its budget, the LOC should be prudent and allow for some contingencies. However, if it is necessary to depart significantly from the approved budget, the LOC should bring the situation to the attention of the Executive Director as soon as possible.

### **Reporting:**

After the initial budget submission, the LOC is asked to report on fundraising outcomes at specified points during the Congress organizational year and to submit revised budgets as necessary. These reporting periods are the second week of December, the second week of January, the first week of February and just before the Abstract deadline at the beginning of March. Budget revisions should be provided as dated documents to allow for tracking of budget changes. The LOC is also asked to provide registration updates and other information at specified times during the run-up to the Congress. These reports allow the executive to anticipate issues that might have to be addressed before or during Congress. Members of the CAP executive typically have

considerable experience in Congress organization and provide context whereby the current LOC might be able to compare their experience and challenges to those of previous LOCs at comparable stages of Congress organization.

After Congress, the LOC should provide a comprehensive report on all aspects of the completed Congress. This information is required to assist with identification of trends that affect the success and impact of the Congress and to provide baseline information for planning of subsequent Congresses. Information that should be reported includes:

- Final attendance by all registration categories
- Number of fee waivers
- Banquet statistics including percentage of tickets sold, number of free banquet tickets distributed, number of banquet fees received, actual banquet attendance
- Attendance at the Herzberg Memorial Public Lecture
- Number of registration fee waivers
- Number of abstracts for which the designated presenter did not register
- Number of division meeting lunches provided and the number returned
- Number of hotel bookings and the number of delegates using on-campus housing
- Any difficulties encountered and any significant deviations from original plans

The LOC must also submit a draft final revenue and expense statement showing initial budget estimates and actual expenses and revenues. This will be reviewed by the CAP executive. Upon approval of the financial statement by the executive, the LOC will transfer the agreed net revenue to the CAP.

### **Communications between CAP and the local organizing committee:**

A successful Congress is the result of close collaboration between the CAP office, the CAP executive and the LOC. It is critical that all of the parties involved maintain regular communications and a sense of collegiality. The CAP as an association is critically dependent on the success of each Congress and the office is thus obliged to monitor all aspects of Congress preparations closely. This is not intended to interfere with the prerogatives of the LOC and is hopefully understood as the support function it is intended to be. The executive director typically visits a host institution soon after the bid to host Congress is accepted. The input provided by this visit can help the LOC in its initial planning and in the preparation of its draft budget. It is recommended that a regular

schedule of conference calls be established soon after the proposed budget is approved. It will likely be appropriate to increase the frequency of these **conferences** as the date of the Congress approaches.

The CAP office deals with many requests for information from delegates and invited speakers. Based on previous experience, staff in the CAP office can often spot potential complications early and avoid having to revise information provided to potential delegates. For this reason, the CAP regularly requests updates on planning progress from the LOC. Examples of information typically required by the CAP office include:

- Updates on availability of hotel and on-campus housing
- Updates on costs for services provided by the host institution's hospitality services
- Updates on numbers for various classes of registrants
- Updates on exhibitor response
- Updates on sponsorship response
- Updates on local teacher interest
- Updates on publicity initiatives

Because of past experience, the CAP office can sometimes identify trends in these numbers and suggest strategies to mitigate potential issues. The CAP office can also provide help through longstanding contacts among potential exhibitors and sponsors

### **Special Congresses:**

While every CAP Congress is unique, most follow the basic template described in this kit. Some Congresses are distinguished, however, by their association with a particular celebration or by being organized in partnership with sister societies. Special Congresses can substantially enrich the experience of CAP members but they require flexibility on the part of all organizers and participants. The extent to which a Special Congress can depart from the basic template depends on the extent to which costs associated with the departure can be offset by sponsorship or by economies arising from collaboration with partner societies. Proposals for a Congress with special elements are welcome but must be made to the CAP executive well in advance and will need to be carefully considered to ensure that ambitious plans do not risk compromising the long term viability of the association. In some cases, proposals may need to be tempered by the considerable collective experience in the CAP office and on the CAP executive.

## **Previous Experience:**

At every CAP Congress, organizers introduce some new ideas and initiatives that change the Congress experience for the delegates a little or a lot. Some of these are immediately recognized as significant advances and are incorporated into plans for all subsequent Congresses. Some initiatives are less successful but these can also provide guidance for future organizers. This section of the kit is intended to be a place where lessons from each Congress can be recorded for the benefit of subsequent organizers.

### Typical Timeline for a CAP Congress:

Time	Local	Program	Office	Other
More than 2 years before congress	Bids for congress (at least two years before congress)			
Minimum of 2 years before congress		Eventual program chair for congress becomes CAP vice-president elect		Council accepts bid at meeting at least 24 months before planned congress
As soon as bid is accepted	LOC chair begins exploring/negotiating for: <ul style="list-style-type: none"> <li>• accommodations (hotel and residence)</li> <li>• e-mail access (specific site or wireless)</li> <li>• session rooms (~12 ranging from 50 seat to plenary (~300))</li> <li>• board rooms (50-60 for council, ~15 for executive, PiC, CJP, etc)</li> <li>• audiovisual arrangements</li> <li>• banquet venue</li> <li>• Herzberg public lecture venue (at least 600 seats)</li> <li>• Sponsorships and in-kind</li> </ul>		Executive Director discusses contract guidelines and signing authority policy with LOC chair	

	<p>contributions in return for high profile visibility before and at congress</p> <ul style="list-style-type: none"> <li>• Items for registration kit.</li> </ul>			
~21 months before congress	Hosts site visit by CAP executive director		CAP executive director makes site visit	
At least 18 months before congress (i.e January of year before congress)	<p>LOC begins to identify committee members responsible for main tasks</p> <ul style="list-style-type: none"> <li>• Chair (coordination and Liaison)</li> <li>• Treasurer (budget, tracking, payment approval, statements, billings)</li> <li>• Secretary</li> <li>• Web master</li> <li>• Audio visual and media</li> <li>• Exhibits and Posters</li> <li>• Student events coordinator (student barbecue, volunteers)</li> <li>• Print and Signage coordinator</li> <li>• Registration (tracks registration, works with webmaster to develop registration page, receipts, reports registration on weekly basis to LOC chair and CAP office, on-site registration)</li> <li>• Hospitality/liaison with conference services (lunches for business meetings, coffee breaks, refreshments for poster</li> </ul>			

	<p>session, lunches for executive meeting on Saturday, student barbecue, New faculty luncheon, Friends of CAP breakfast, CNILC breakfast, Herzberg speaker dinner, Herzberg reception, Banquet reception, Banquet)</p> <ul style="list-style-type: none"> <li>• Banquet coordinator (coordinates with LOC chair and CAP executive director)</li> <li>• Heads/Chairs meeting (normally department chair. Attends prior meeting as secretary, prepares agenda, chairs meeting)</li> </ul>			
At least 17 months before congress (i.e. February of year prior to congress)	Prepare Congress poster for inclusion in prior year congress program			
At least 13 months prior to congress		<ul style="list-style-type: none"> <li>• Program Chair (VP) for Congress assigns specific dates to tasks in general Congress planning timeline</li> <li>• Program Chair (VP) for Congress meets with LOC (in person or conference call) to review roles and</li> </ul>		

		responsibilities of LOC, Program Committee, and CAP office and to discuss how parties will interact. The specific timetable for tasks and progress reports will also be outlined.		
At congress immediately prior to one being planned	<p>LOC chair:</p> <ul style="list-style-type: none"> <li>• Observes all aspects of organization</li> <li>• Reports at council and AGM</li> <li>• meets with outgoing LOC chair</li> <li>• meets with program chair</li> <li>• visits exhibitors and sponsors and invites them to next congress</li> <li>• Chair of next host department attends Heads/Chairs meeting and takes minutes.</li> </ul>	Set date for Fall programming meeting		
1 <sup>st</sup> week of July	LOC to identify local high school teacher to coordinate high school teachers' workshop.	<ul style="list-style-type: none"> <li>• Create program committee list for CAP website. Create e-mail distribution list.</li> <li>• DPE chair begins communications with high school teachers' workshop coordinator to develop workshop program</li> </ul>		

<p>1<sup>st</sup> week of August</p>	<ul style="list-style-type: none"> <li>• LOC preparing draft budget using guidelines and uniform presentation templates found elsewhere in this kit.</li> <li>• LOC generates a list of potential sponsors and exhibitors and outlines strategies to approach them and encourage their participation</li> <li>• LOC prepares template poster for 8.5”x11” promotional posters for congress events (Herzberg lecture, teachers’ workshop, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Program Chair sends message, via office, to Program committee outlining preparation necessary for fall Program Committee meeting</li> <li>• Division chairs solicit suggestions for sessions, invited speakers, and plenary speakers over summer and September preceding congress <ul style="list-style-type: none"> <li>▪ Division chairs encouraged to explore opportunities for joint sessions</li> <li>▪ Divisions should consider form of their participation in student oral and poster presentation competitions prior to program meeting in September</li> </ul> </li> </ul>		
<p>1<sup>st</sup> week of September</p>	<p>Conference call (LOC, Program Chair, Executive Director)</p> <ul style="list-style-type: none"> <li>• Review budget and LOC issues</li> <li>• Review roles, responsibilities, &amp; inter-relationships of LOC, Program Committee, CAP office</li> </ul>		<ul style="list-style-type: none"> <li>• Send out Program Committee meeting agenda and planning schedule</li> <li>• Initiate conference call with LOC, Program chair</li> </ul>	

<p>2<sup>nd</sup> week of September</p>	<p>LOC submits proposed budget, registration fee structure, banquet fees to CAP office</p>	<p>Division chairs review Subject Index and modify to reflect ways in which they wish to categorize abstracts</p> <ul style="list-style-type: none"> <li>• Changes submitted to CAP office</li> </ul>	<ul style="list-style-type: none"> <li>• Circulate LOC budget proposals to executive</li> <li>• Update congress database and abstract submission website</li> </ul>	
<p>3<sup>rd</sup> week of September</p>	<p>LOC launches <b>template</b> of Congress website (will link to CAP pages but be only congress website)</p> <ul style="list-style-type: none"> <li>• Local information (hotels, campus, tourism, travel)</li> <li>• Conference information</li> <li>• Accommodation information</li> <li>• link to CAP abstract submission</li> <li>• Link to CAP program and invited speakers pages</li> <li>• Information for sponsors and exhibitors</li> <li>• Registration and accommodation links to be launched in November</li> </ul>			

<p>4<sup>th</sup> week of September</p>	<p>LOC Chair:</p> <ul style="list-style-type: none"> <li>• attends program committee meeting</li> <li>• submits detailed proposal (budget and suggested registration fees) for approval at September Council meeting</li> </ul>	<p>September program meeting</p> <ul style="list-style-type: none"> <li>▪ Program chair explains procedure (plenary speakers, waivers, student competitions, selection of Herzberg lecturer)</li> <li>• Divisions propose sessions and plenary lecturers</li> <li>• Committee establishes basic program outline including Division meeting schedule</li> <li>• Committee votes on plenary lecturers <ul style="list-style-type: none"> <li>○ Divisions proposing a selected plenary lecturer are responsible for invitation and local costs</li> </ul> </li> <li>• Committee makes recommendations on possible Herzberg lecturers for selection by executive</li> <li>• Division chairs submit updated subject indices</li> </ul>	<p>Provide Program committee members with invited speaker instruction sheet</p>	<p>Council votes on registration and banquet fees</p>
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<p>1<sup>st</sup> week of October</p>	<ul style="list-style-type: none"> <li>• LOC pursues sponsorship and begins contacting potential exhibitors</li> </ul>	<ul style="list-style-type: none"> <li>• Division chairs begin approaching potential invited speakers <ul style="list-style-type: none"> <li>○ Must indicate that registration waiver is a possibility for speakers from outside country or discipline but that waiver is not guaranteed until assigned by Program chair</li> </ul> </li> <li>• Program Committee members start submitting invited speaker information (name, institution, e-mail, whether invited/confirmed or invited/awaiting response) to CAP office</li> <li>• Division Chairs responsible for ensuring that invited speaker titles and abstracts are received and entered into abstract submission database (either by speaker, through CAP office, or by Division Chair)</li> </ul>	<ul style="list-style-type: none"> <li>• Post general congress outline to website and update session information</li> <li>• Post first Meeting Announcement for members to website and circulate by e-mail</li> <li>• Respond to submission of invited speakers lists from Program Committee members by indicating which are already in the abstract submission database (provide username and password for abstract submission) and which are not.</li> <li>• CAP office creates profiles for invited speakers not in database</li> </ul>	
<p>4<sup>th</sup> week of October</p>		<ul style="list-style-type: none"> <li>• Division Chairs establish schedule for Division</li> </ul>	<p>Update student competition section of website and abstract submission process to reflect</p>	

		<p><b>meetings.</b></p> <ul style="list-style-type: none"> <li>• Division Chairs decide whether they will hold separate divisional student oral presentation competitions and provide details (number of prizes, amounts, rules) to CAP office</li> </ul>	decisions regarding CAP and divisional student competitions	
1 <sup>st</sup> week of November	<ul style="list-style-type: none"> <li>• LOC provides CAP office with text for conference information section of program <ul style="list-style-type: none"> <li>○ including hotels with rates at which block bookings arranged</li> <li>○ to be used in call for abstracts</li> </ul> </li> <li>• LOC begins working with CAP office to develop online registration system in time for mid-November Call for Abstracts</li> </ul>	<p>Program committee members ensure:</p> <ul style="list-style-type: none"> <li>• That “private” list of invited speakers <b>is</b> complete for that division</li> <li>• That all “confirmed” invited speakers <b>are</b> shown as such on public list</li> <li>• That CAP office <b>is</b> notified of any invited speakers who are part of joint sessions</li> </ul>	<ul style="list-style-type: none"> <li>• CAP office sends pdf file of registration form to LOC and works with LOC to develop on-line registration in time for mid-November call for abstracts</li> <li>• E-mail to student members with details of best student paper competition</li> </ul>	
2 <sup>nd</sup> week of November		<p>Division chairs select method for invited speaker abstract submission from instructions provided by CAP office</p> <ul style="list-style-type: none"> <li>• Inform invited speakers accordingly</li> <li>• Inform CAP office of</li> </ul>		

		method selected		
3 <sup>rd</sup> week of November			Post call for abstracts, including student competitions, on website and publish in Nov/Dec PiC	
4 <sup>th</sup> week of November		Division chairs ensure that public list of invited speakers is accurate and complete and that invited speakers who will be part of joint sessions are appropriately indicated		
1 <sup>st</sup> week of December	<ul style="list-style-type: none"> <li>• LOC coordinates arrangements for HS Teachers Workshop with local organizer to ensure that teachers may be released during what is perhaps an exam period (may need to contact School Boards)</li> </ul>		Second Call for Abstracts e-mailed to members <ul style="list-style-type: none"> <li>• Also published in Jan PiC along with list of confirmed invited speakers as it appears on public site</li> </ul>	
2 <sup>nd</sup> week of December	<ul style="list-style-type: none"> <li>• LOC submits fundraising report and, if necessary, revised budget for review by Program Advisory Committee</li> <li>• LOC provides template poster to be used for development of letter-sized promotional posters highlighting the Sunday Herzberg Public Lecture, the High School Teachers</li> </ul>			Program Advisory Committee reviews LOC fundraising report and revised budget if necessary.

	Workshop, Special Symposia, and other significant sessions events at Congress.			
2 <sup>nd</sup> week of January	LOC participates in conference call with Program Chair, Executive Director, etc. to discuss progress in planning, fundraising, etc.	Conference call with LOC. Discuss progress and suggest actions or necessary revisions arising from discussion	Conference call with LOC	
Through January	<ul style="list-style-type: none"> <li>• LOC confirms space, accommodation, hospitality, meeting room, etc. arrangements</li> <li>• LOC chair monitors development of the program and consults with program chair and executive director on appropriate venues for scientific and other sessions <ul style="list-style-type: none"> <li>○ provides preliminary assignment of rooms for sessions and meetings to CAP executive director and program chair.</li> </ul> </li> <li>• LOC continues to contact potential sponsors and exhibitors, responds to requests for information</li> </ul>		Initiate contact with other special attendees such as for Science Policy, special awards, NSERC representatives, etc.	
1 <sup>st</sup> week of February	LOC participates in conference call with Program Chair, Executive Director, etc. to discuss progress in planning, fundraising, etc.	Conference call with LOC. Discuss progress and suggest actions or necessary revisions arising from discussion	Conference call with LOC	
2 <sup>nd</sup> week of		<ul style="list-style-type: none"> <li>• Abstract deadline for invited</li> </ul>	CAP office provides	

February		<p><b>speakers.</b></p> <ul style="list-style-type: none"> <li>• Division chairs review existing program outline and notify CAP office if additional sessions required (need title, date, AM/PM)</li> <li>• Division chairs provide office with complete list of abstract reviewers (name, institution, e-mail, whether reviewer is looking at all abstracts or those within specific index topic).</li> </ul>	designated Divisional abstract reviewers with required access to system	
4 <sup>th</sup> week of February			Medal winners notified and told how to submit abstract for congress (deadline March 30)	
Just before Abstract deadline	LOC participates in conference call with Program Chair, Executive Director, etc. to review financial outlook for Congress,	Conference call with LOC. Discuss financial outlook for Congress and suggest actions or necessary revisions arising from discussion	Conference call with LOC	
March 1			<p>Abstract submission deadline</p> <ul style="list-style-type: none"> <li>• Website updated to show that late submissions will be considered as posters only (Chairs can opt to place late submission in oral if desired and schedule permits)</li> </ul>	

1 <sup>st</sup> week of March			<ul style="list-style-type: none"> <li>• Abstracts prepared for programming session <ul style="list-style-type: none"> <li>○ Includes list of best paper competitors</li> </ul> </li> <li>• CAP office issues instructions to all reviewers</li> <li>• CAP office sends list of student competitors to Division Chairs</li> </ul>	
2 <sup>nd</sup> week of March		<ul style="list-style-type: none"> <li>• Program committee reviews, scores and assigns abstracts to sessions using website-remote planning capability <ul style="list-style-type: none"> <li>○ Reviewers will be able to see outline of program while reviewing</li> </ul> </li> <li>• Session chairs (or division chairs at this point) responsible for assigning coffee breaks, discussion time if needed, and session end times using online system</li> <li>• Program Committee members notify office if changes or additional sessions required (provide title, date, AM/PM)</li> </ul>		

		-Contact office by e-mail and phone if urgent (should be processed within 24 hours)		
3 <sup>rd</sup> week of March		Program chair reviews abstract list and ensures that all abstracts have been accounted for and that sessions have been appropriately assigned (coffee breaks, lengths of talks, etc.)		
4 <sup>th</sup> week of March	LOC provides list of rooms and capacities to CAP office for each session	<ul style="list-style-type: none"> <li>• Program committee reviews updated session layout, submits comments on concurrent sessions <ul style="list-style-type: none"> <li>○ Copies to appropriate Division Chairs regarding conflicts</li> </ul> </li> <li>• Division Chairs confirm dates of division meetings <ul style="list-style-type: none"> <li>○ Indicate # lunches required</li> </ul> </li> <li>• finalize CEWIP session (Program Chair and CEWIP Chair)</li> <li>• prepare invited speaker list (with help from Carmen)</li> </ul>	<ul style="list-style-type: none"> <li>• CAP office notifies abstract submitters of submission status and encourages participants to register and book accommodations</li> <li>• CAP office assigns sessions to rooms and posts assignments to websites for information of program committee</li> <li>• Obtain Congress poster from next LOC for back cover of upcoming program</li> </ul>	
Just before the end of March	LOC participates in conference call with Program Chair, Executive Director, etc. to discuss an issues	Conference call with LOC. Discuss preparations for Congress and suggest actions or	Conference call with LOC	

	arising from Congress preparations	necessary revisions arising from discussion		
1 <sup>st</sup> week of April	<ul style="list-style-type: none"> <li>• LOC provides list of congress delegates plus list of delegates booked into on-campus accommodation</li> <li>• LOC provides "congress information" section for program</li> <li>• LOC, in consultation with CAP office, arranges registration times/locations in time for inclusion in Congress information section</li> <li>• LOC obtains greetings from Mayors and other dignitaries for inclusion in program</li> <li>• LOC provides CAP office with list of exhibitors so that they can be invited to submit small ad for publication in program</li> </ul>		<ul style="list-style-type: none"> <li>• CAP office contacts hotels to review bookings and revise as required</li> <li>• prepare author index</li> <li>• prepare Congress-at-a-glance</li> <li>• prepare Congress session summaries (after running previews and getting new session summaries)</li> <li>• get ads ready for publication</li> <li>• post sessions to website</li> <li>• get session titles translated! (Carmen)</li> <li>• verify that all invited speaker abstracts received and posted (Carmen)</li> </ul>	<ul style="list-style-type: none"> <li>• Past-president contacts potential sponsors for student competition prizes</li> </ul>
2 <sup>nd</sup> week of April	<ul style="list-style-type: none"> <li>• LOC provides maps and floor plans for inclusion in program (campus map must clearly identify locations of all events plus parking)</li> <li>• LOC provides picture for front cover of program</li> </ul>	Program Committee reviews and proofreads draft of detailed program	Draft detailed program outline made available to entire Program Committee for review and proofing prior to typesetting	
3 <sup>rd</sup> week of			<ul style="list-style-type: none"> <li>• Program Chair proofreads</li> </ul>	

April			<p>program to make sure all sections consistent</p> <ul style="list-style-type: none"> <li>• Send program to printers</li> </ul>	
4 <sup>th</sup> week of April	<ul style="list-style-type: none"> <li>• LOC monitors registration</li> <li>• arrange coffee breaks</li> <li>• arrange dinners and meetings (including division box lunches)</li> <li>• arrange signage for Congress (to parking, to residences, to registration area, from one building to another, to/from Herzberg session and Sunday reception, etc.)</li> <li>• arrange session summaries to put outside rooms on a daily basis</li> <li>• drink tickets for reception, poster session (special arrangements for delegates arriving at Sunday talk/ reception before registering?)</li> <li>• get Congress bags and secure material to put inside (e-mail access information, restaurant/food information, next year Congress poster, pad of paper, pen, etc.) <ul style="list-style-type: none"> <li>○ keep generic so any bag can be given to any</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>• post pdf files of schedule to website</li> <li>• send message to delegates and members directing them to full program and encouraging them to register and book accommodations</li> <li>• Past-president finalizes arrangements for student competitions</li> <li>• AGM arrangements and handouts</li> <li>• Get Teachers' Workshop agenda from Local organizer</li> </ul>	

	<ul style="list-style-type: none"> <li>○ person <ul style="list-style-type: none"> <li>○ make sure sufficient available to give one each to teachers' workshop participants.</li> </ul> </li> <li>● get numbers of participants for various events (through registration forms) and communicate them to CAP office.</li> <li>● announce AV arrangements to presenters</li> <li>● finalize any special posters and provide same to CAP office for circulation</li> </ul>			
1 <sup>st</sup> week of May	<ul style="list-style-type: none"> <li>● LOC participates in conference call with Program Chair, Executive Director, etc. to review outstanding tasks for Congress.</li> <li>● LOC provides list of delegates as well as list of delegates booked into on-campus accommodation</li> <li>● Work with CAP office to develop slide show to project as audience being seated for Herzberg Lecture</li> <li>● Designate LOC member to distribute Banquet Booklets at</li> </ul>	Program Chair participates in conference call with LOC	<ul style="list-style-type: none"> <li>● Executive director participates in conference call with LOC</li> <li>● CAP office contacts hotels to review bookings and revise as required</li> <li>● LOC and Executive Director work together on slide show to project as audience is being seated for Herzberg Lecture</li> <li>● Prepare banquet booklet for printing and shipping to congress</li> </ul>	

	banquet			
2 <sup>nd</sup> week of May	<ul style="list-style-type: none"> <li>• LOC participates in conference call with Program Chair, Executive Director, etc. to review outstanding tasks for Congress.</li> <li>• make sure registration system works (name tag and receipt generation) – these are normally made available at registration desk</li> <li>• verify that packages are ready for waived registrants and guests; notify office if anyone on waiver list has not yet registered</li> <li>• make sure can print name tags for onsite registrants.</li> <li>• make sure student volunteers for each session (to take care of equipment, etc.). Should have laser pointers in each room.</li> <li>• make sure have supplies for registration desk, particularly for online registration</li> <li>• arrange for table in registration area for CAP office staff and materials (plus storage close by)</li> <li>• arrange for poster boards (6) for Art of Physics exhibition</li> <li>• make sure arrangements in place</li> </ul>	Program Chair participates in conference call with LOC	<ul style="list-style-type: none"> <li>• Executive director participates in conference call with LOC</li> <li>• coordinate publicity of HS Teachers Workshop with local organizer</li> <li>• Make sure NSERC contacts are aware of any planned sessions and find out who is coming</li> <li>• book hotel rooms for NSERC representatives and any other special guests</li> <li>• finalize poster arrangements (particularly student competition items) with input from Past-President <ul style="list-style-type: none"> <li>○ notify LOC of final requirements</li> </ul> </li> <li>• finalize Herzberg program (order of speakers) <ul style="list-style-type: none"> <li>○ identify people that LOC will invite to speak and put greetings in PiC</li> </ul> </li> <li>• finalize banquet program</li> <li>• arrange Sunday dinner with</li> </ul>	

	<p>for Student BBQ.</p> <ul style="list-style-type: none"> <li>• access to office (printer and photocopier) nearby.</li> <li>• banquet arrangements (sound/microphones, meals, bus)</li> </ul>		<p>Herzberg lecturer (identify participants)</p> <ul style="list-style-type: none"> <li>• arrange pickup/travel of any VIPs</li> <li>• determine if any special arrangements (Greetings, etc.) are needed for VIPs</li> </ul>	
3 <sup>rd</sup> week of May	LOC participates in conference call with Program Chair, Executive Director, etc. to review outstanding tasks for Congress.	Program Chair participates in conference call with LOC	Executive director participates in conference call with LOC	
4 <sup>th</sup> week of May	LOC participates in conference call with Program Chair, Executive Director, etc. to review outstanding tasks for Congress.	Program Chair participates in conference call with LOC	Executive director participates in conference call with LOC	
June	Host congress			
September	LOC provides draft financial and attendance report to CAP executive following guidelines provided in this kit.			Executive and Congress Advisory Committee review LOC draft final report
Fall	After responding to queries arising from preliminary report, LOC generates final report and transfers Congress net proceedings to CAP			

## APPENDICES

### 1. PREVIOUS CAP CONGRESSES

YEAR	LOCATION	NUMBER OF PARTICIPANTS
2005	University of British Columbia	
2004	Delta Hotel (organised by U. Manitoba)	
2003	University of Prince Edward Island	501
2002	Quebec City	1089
2001	University of Victoria	389
2000	York University	495
1999	University of New Brunswick	303
1998	University of Waterloo	433
1997	University of Calgary	360
1996	University of Ottawa	485
1995	Université Laval	662
1994	University of Regina	280
1993	Simon Fraser University	405
1992	University of Windsor	401
1991	University of Manitoba	332
1990	Memorial University of Newfoundland	287
1989	University of Guelph	473
1988	Université de Montréal (CAP/APS)	620
1987	University of Toronto	656
1986	University of Alberta	350
1985	University of New Brunswick	349
1984	Université de Sherbrooke	552

1983	University of Victoria (CAP/CASCA)	545
1982	Queen's U. and Royal Military College, Kingston	494
1981	Dalhousie University	402
1980	McMaster University	511
1979	University of British Columbia	443
1978	University of Western Ontario	
1977	University of Saskatchewan	
1976	Université Laval (CAP/APS/SMF)	
1975	York University	
1974	Memorial University of Newfoundland	
1973	Université de Montréal	
1972	University of Alberta	
1971	Carleton University	
1970	University of Manitoba (CAP/APS/SMF)	
1969	University of Waterloo	
1968	University of Calgary	
1967	University of Toronto (CAP/APS/SMF)	
1966	Université de Sherbrooke	
1965	University of British Columbia	
1964	Dalhousie University	
1963	Université Laval	
1962	McMaster University	
1961	Sir George Williams University	
1960	Queen's University	
1959	University of Saskatchewan	
1958	McMaster University	
1957	University of Ottawa	
1956	Université de Montréal	

1955 University of Toronto (CAP/APS)  
1954 University of Manitoba  
1953 University of Western Ontario  
1952 Université Laval  
1951 McGill U. and U. de Montréal  
1950 McMaster University  
1949 Université Laval  
1948 National Research Council  
1947 University of Western Ontario  
1946 University of Toronto

**2. Sample Budget**

**3. Sample Herzberg Program, Poster and Ad**

**4. Sample list of Local Organizing Committee positions and Responsibilities**

**5. Sample letters to exhibitors, potential sponsors, etc.**

**6. Sample Posters**

**7. Typical Session Layout**

**8. Sample Website (link)**

**9. Sample Session Signage**