

# Cognitive Neuroscience Society Annual Meeting Workshop Policy & Application

Organizers may request meeting space from CNS for the 2018 Annual Meeting at the Sheraton Boston Hotel. Meeting space is limited Sheraton Boston Hotel will be assigned on a first-come, first-served basis, in the order of date received.

Workshops will be open to the public which means anyone can attend. Door monitors will not be present at the door as badges will not be required.

The chair of the workshop and any speakers associated are **not** entitled to free registration to the official Cognitive Neuroscience Society (CNS) 2018 Annual Meeting.

The approved hours for scheduling workshops during the meeting are as follows:

- Sunday, March 26 – 12:15PM – 1:15PM
- Monday, March 27 – 12:15PM – 1:15PM
- Tuesday, March 28 – 12:15PM – 1:15PM

Organizers may utilize the Society's existing meeting room and audio visual setup for their event on a complimentary basis. There is a possibility of two other options, they are:

- 1) Modify the existing audio visual set up in an existing meeting room. Such as, if you wish to have a panel set up with multiple microphones. \*Please note, changes to audio visual are by authorization only and organizers are responsible for any charges incurred including sales tax and service charge.

You have the option to pay for a smaller room **and** you must pay for any audio visual needed including sales tax and service charge.



Your event will be listed in the program schedule and you will be given a short space for a summary of your event which may be placed in the meeting program, on the annual meeting website and advertised in the annual meeting listserv.

Additionally, we will place signage outside the door entrance to the event only, indicating that your session is in that particular room.

Organizers of workshops interested in offering food and beverage will work directly with CNS for their catering needs, and pays CNS directly for all costs to include food and beverage orders which include sales tax and service charge.

## Organizer Responsibilities

- Provide a short 50-word summary of your event to CNS.
- Assume financial responsibilities for all event costs to include the additional audiovisual and food and beverage orders which include sales tax and service charge.
- Organizers of workshops will work directly with CNS for ordering any catering needs.
- Organizers of event will work directly with the CNS contact regarding all event logistics, to include the audiovisual and food and beverage orders.

# CNS Workshop Application

## CONTACT INFORMATION

Name

Company

Billing Address

City, State, Zip

Contact cell phone (for onsite contact)

Email

Title of Proposed Workshop

50-word Summary of Workshop

How many attendees do you expect?

**Rooms are only available during lunchtime 12:15-1:15 pm on Sunday, Monday, and Tuesday.**

I prefer a particular day: \_\_\_\_\_

*Please note that we will try to accommodate your preference but cannot guarantee.*

**Room set ups are Theater style with one lecturn, lcd projector, screen, and microphone.**

I would like to alter the set up or the audio/visual. The change I would like to make is:

\_\_\_\_\_

**Rooms are large and seat 350-750 attendees.**

I prefer a smaller room and will pay for audio/visual and possible rooms changes.

**Rooms will not be equipped with an audio/visual tech.**

I prefer to have an a/v tech in the room and I will pay I prefer to have an a/v tech in the room and I will pay for any charges.

*The undersigned hereby authorizes CNS Meeting to reserve space for use by the company or organization listed and specified above at the 2018 CNS Annual Meeting.*

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Signature

Date

Please email completed form to [meeting@cogneuroscience.org](mailto:meeting@cogneuroscience.org).