

# Guide to Hosting a CASCA Annual General Meeting

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Updated by D.L. Welch -- October 2009

Updated by L.Ferrarese -- September 2011

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Statement of purpose: The purpose of the scientific and professional program during the annual general meetings of CASCA is: (1) to provide a forum for the community of professional astronomers to gather, discuss, and further current and future activities, (2) to stay up-to-date with new science results coming out of the Canadian astronomy community, (3) to introduce junior astronomers to the field and community, and (4) provide a venue for the legally required annual business meeting.

## 1 Organization

**The primary contact between the AGM organizer and the CASCA Board is through the CASCA VP.**

An 'AGM Planning Schedule' is available on the CASCA website which provides a condensed summary of timelines for many organizational tasks describe in this document.

### 1.1 First steps

Once your offer to host a CASCA meeting has been accepted by the Board of Directors of the Society, preferably at least two years in advance, your first step is to form a Local Organizing Committee (LOC). Ensure that there is graduate student representation on the LOC. The LOC may wish to establish a separate Science Organizing Committee (SOC), which could consist of members both in and beyond the host institute(s), in order to distribute the tasks more broadly.

#### 1.1.1 Preliminary logistic/administrative tasks

The main preliminary logistic/administrative responsibilities of the LOC are the following:

- At least a year in advance (see AGM Planning Schedule), identify dates for the meeting (normally late May or early June), avoiding conflicts with other major astronomical meetings; e.g., AAS, APS, IAU, EWASS, CAP etc. Also, avoid weeks with statutory holidays that might push the schedule into the weekend – be respectful of attendees' family commitments and schedule the meeting within the work week. Meeting dates must be approved by the CASCA Board prior to the Annual General Meeting in the previous year, so that an announcement of venue and dates can be made at the preceding AGM.
- Reserve block accommodation in residences and/or hotels. This action should be done as early as possible to secure sufficient space and the best rates. Try to have options that cater to a range of

budgets.

- Reserve all necessary meeting venues (see Sec 1.1.2 below).
- Secure local financial support. Institutions will often make some funds available for national meetings. Affiliated research institutes, CASCA corporate members or businesses may also contribute; however, the LOC should contact the VP to ascertain current Board practices/guidelines/sensitivities before contacting corporate donors.
- Communicate with your institution's information technology office to determine if their secure website practices conform to those of the financial institution/vendor which you plan to use for online registration (see Sec. 1.4).
- Communicate with your institution's financial office to discuss budgets, ask about receiving sponsorship money (see Sec. 2.1) and secure any help with local financial matters. Let them know that the conference is non-profit and hence the registration fees are tax-exempt.
- Representatives from your LOC must attend the previous annual general meeting (AGM), both to promote your meeting -- especially during the business session -- and to pick up valuable organizational tips.
- It is useful to organize using an itemized task list, specific to your meeting, with set timelines, based on the AGM Planning Schedule.
- Consider whether you will offer child care for delegates and investigate options.
- Consider issues related to accessibility. Many helpful suggestions can be found in "A Planning Guide for Accessible Conferences" on [www.accessiblecampus.ca](http://www.accessiblecampus.ca)

### **1.1.2 Venue considerations**

It is strongly recommended to use University venues when possible. External venues will dramatically increase the meeting costs.

Be aware that universities are still very busy after the January-April term. Reserve rooms as early as possible. If using a non-university venue (e.g. commercial conference centre) pressure for reservations will be even greater, with availability often limited already 2 years in advance. Booking the venue should therefore be amongst the LOC's first tasks after the meeting date is confirmed.

The following list of (minimum) venues is required:

- Main lecture hall that can accommodate up to 400 people.
- A secondary lecture hall that can accommodate up to 100 people (minimum), but ideally up to 150.
- Venue for the Graduate Student Workshop (see Sec 3.1.2).
- An easily-accessible poster area. The success of the poster session depends on its integration with the

rest of the venue, particularly the coffee-break area. A separate part of the poster area may be reserved for LRP-related posters (see Sec 3.3.4).

- Coffee break area. Check for any regulations on catering restrictions in this proposed area.
- Area for corporate/institutional display booths (ideally next to the poster/coffee area).
- Committee rooms and break-out spaces. In addition to committee meetings (see Sec 3.1) please bear in mind that government VIPs may well be attend the meeting to meet with delegates. Reserved space is extremely helpful to ensure private meetings are productive.

All venues/rooms must have internet (free wi-fi) access and be accessible by mobility-impaired delegates.

### 1.1.3 Preliminary scientific tasks

The main preliminary scientific responsibilities of the SOC (if a separate SOC is established) or LOC are:

- Whilst not mandatory, it is highly recommended to identify a scientific theme for the meeting. The theme should be as broad and inclusive as possible. Note that a better balance between student, postdoctoral, and professor oral presentations can be arranged if the theme is mostly restricted to invited speakers. The theme must be approved by the Board.
- Identify keynote speakers for the meeting, based on the theme if you have adopted one. Identify past invited speakers from previous AGM web pages/booklets ([https://casca.ca/?page\\_id=65](https://casca.ca/?page_id=65)) in order to avoid duplication. Please do not overlook local or nearby experts when choosing speakers. Local speakers not only add to the prestige of your meeting, but also keep expenses down. Nonetheless, local speakers should not be over- represented in the program and invited speakers from recent CASCA meetings should be avoided. Note that invited speakers may be exempted (at the LOC's discretion) from the requirement to be a member when presenting at a CASCA meeting. The invited speaker list must be approved by the Board. In selecting invited speakers (as with selection of all speakers), attention should be paid to diversity in gender, geography etc.

## 1.2 Interaction with the CASCA Board

**As noted above, the CASCA Board must specifically approve the meeting dates, scientific theme, and invited speakers.** Moreover, the LOC must submit progress reports at each Board meeting (normally November and June), beginning two years from the meeting date. These reports should become more detailed as the meeting draws nearer and plans mature. Prior to the Fall Board meeting before the CASCA AGM, the LOC must submit (via the VP) a preliminary budget and a tentative speakers' list to the Board.

The initial schedule for oral and poster presentations created by the LOC should be submitted for comment and approval by the CASCA Board through the VP prior to it being posted to the website (see 'AGM Planning Schedule').

LOC chairs should feel free to seek advice from former LOC chairs, as well as the VP of the Society, the official liaison between the Board and the LOC. Chances are that your problems or difficulties are not unique, so there is no need to "reinvent the wheel".

## 1.3 Publicity

Early in the calendar year (see 'AGM Planning Schedule') an information package announcing the AGM

and including registration and abstract submission details should be e-mailed to all CASCA members via the CASCA email exploder. This service can also be used by the LOC when important AGM-related messages have to be transmitted to the entire membership after the bulk e-mailing has taken place. Copies of e-mail announcements for the CASCA exploder should be sent to the Secretary of CASCA (see CASCA Board contact emails at the end of this guide).

The announcement information should include;

- The Web address (URL) for the meeting.
- The theme of the meeting and names of invited speakers.
- Deadlines for receipt of abstracts as well as for late registration and hotel reservations.
- Conditions for and availability of student travel grants and the deadline for these (priority for travel grants is usually given to students who register by the first deadline).
- The names and contact details of appropriate LOC contact persons.

A brief AGM announcement should also appear in the Vernal Equinox issue of Cassiopeia. Sending this information to the International Astronomy Meetings list maintained by CADC, as well as the AAS Newsletter, will guarantee maximum exposure. A website must be set up in order to advertise the meeting, to provide valuable meeting-related information and to collect registration information is now required. Web sites and information announcing the annual meeting and accepting registration must be online at least 6 months prior to the meeting (see AGM Planning Schedule). The CASCA web page will point to your web page when it becomes available.

The importance of local advertising cannot be overemphasized, particularly for the special lectures (especially the Hogg Lecture), and workshop for local teachers (Sec 3.3.2). These events should be brought to the attention of the RASC, as well as to secondary school and college science teachers, and the local university community.

A few months before the meeting, contact the CASCA Press Officer ([CASCA-PO@casca.ca](mailto:CASCA-PO@casca.ca)) who will help draft (in both languages) a press release, outlining the theme of the meeting and highlight some talks, and will distribute this release. This release will also be used to invite the media members to attend the event for free. The CASCA Press Officer will also help by directly contacting journalists and inviting them to register and attend the meeting. After the abstract submission deadline, contact the CASCA press officer to organize possible press releases of select abstracts. While your university's Public Affairs Officer will have local media contacts, it is beneficial to work with the CASCA Press Officer and contact members of the press personally to assess whether one would like to, say, write a story for their newspaper. Consideration should also be given to "new media" exposure such as podcasts and a twitter feed.

It is a good idea to emphasize the theme of the meeting (if applicable), and unique special event(s), or outstanding local attractions in the advertising material to exert the "maximum pull" on the membership.

## **1.4 Registration and Abstract Submission**

Presentations: CASCA members may present one contribution (oral or poster) in each of the areas covered by the AGM: Science, education and public outreach (EPO), equity, diversity and inclusivity (EDI) and the Long

Range Plan (LRP). The latter session is expected to be poster-only.

Communication: Announcements can be sent by CASCA exploder e-mail and registration and abstract submission should be via a website. Websites from previous CASCA meetings, including HTML/PHP registration forms and abstract submission forms are available from the LOCs of recent meetings.

The meeting web site should include:

- Information contained in the Announcement
- Registration Form
- Abstract Submission Form
- A description of special events planned (e.g., tours, banquets, spousal events, etc.) and their cost

The Announcement and Registration Forms must be in both official languages of the Society. The cost of translation should be included in the budget.

Web forms created for the website should be tested on browsers running under Windows, Linux, and Mac OS systems for compatibility, and ideally be usable from mobile devices as well. Otherwise, you may get a lot of email from people complaining that they can't register. An automated method of confirming registration status and re-sending receipt details should be implemented.

Payment of all registration fees should be in Canadian dollars, even for non-Canadian participants, to avoid costly exchange transactions.

### **1.4.1 Registration Form**

The registration form should contain the following:

- Personal data: Name, address, e-mail, telephone contact number, etc.
- Membership status: Capture the registrants claimed CASCA membership status for the current calendar year. Emphasize that it is necessary to be a member in good standing, or to have been accepted as sponsored by a CASCA member by the CASCA Secretary, to be entitled to present at a meeting. Moreover, graduate students must be CASCA members in good standing in order to receive travel grants. **The list of registrants and applicants for travel grants should be sent to the CASCA Administrator ([casca@casca.ca](mailto:casca@casca.ca)) immediately after registration closes to confirm membership status.**
- Registration fee: There are categories for both on-time and late registrants (invited speakers have their registration fees waived). The LOC must set the registration fees for:
  - CASCA full members
  - CASCA graduate student member
  - CASCA retiree members whose registration fee should be 33% of that of a full member
  - Non-members – their registration fee must be at least \$60 higher than for members
  - Graduate student non-members - their registration fee must at least \$25 more than the fee for graduate student members.
- Undergraduates - CASCA Board would like to encourage undergraduate participation in the AGMs.

Therefore, it recommends that the LOC set the registration fee for undergraduates to be approximately 50% that of graduate student members.

- Other categories: Traditionally, the registration fee has been waived for members of the press Companies or organizations wishing to set up an exhibit might be charged a higher registration fee.
- A registration category for single-day attendance at the meeting should be provided and the cost of such registration should be 50% of the appropriate full meeting registration fee.
- Consider a special registration fee for RASC (or similar) members. This gesture helps to strengthen the relationship between the professional and amateur communities.
- Please emphasize that registration fees are collected by the LOC for the meeting and do not result in membership status for participants nor does it result in any right to present if a registrant is not currently a member of CASCA.
- Banquet Dinner (cost should be stated):
  - number of tickets required
  - any special dietary needs
- Will you be attending the CASCA Graduate Student Workshop? (students only)
- Any special considerations, e.g. mobility issues, dietary needs for coffee breaks etc.

It is recommended to set up the registration web site with the ability to input a discount code in order to facilitate fee waiver or discounts for, e.g. invited speakers, prize winners, press members, industry reps., etc. Any fee waivers should be made in consultation between the CASCA Board (via the VP) and the LOC – failure to communicate intention to waive fees on either side can significantly impact the meeting's budget.

#### **1.4.2 Abstract Submission Form**

The abstract submission form should contain the following:

- Title
- Collaborators, Departments, Institutions
- Abstract text
- Preferred type of presentation: oral or poster. (Indicate that because of the limited number of slots for oral presentations, a person may not be able to present his or her paper in the preferred format.)
- Session: science, EPO, EDI, LRP.
- A box should be present asking if the registrant is in the final year of their PhD.
- A box should be present to asking if the presenter is a postdoctoral fellow.
- Speaker's status. Options could include (but not limited to): Current CASCA member, LOC invited speaker, prize-winner. These options can be designed by the LOC to best facilitate the information they need to capture.
- Student Information: In order to include students in the programming schedule and to determine

whether students qualify for travel grants and presentation awards, request the following information:

- Undergraduate or graduate
- Expected year of graduation
- Supervisor's name and email address
- Do you require travel support? (**This is available only for graduate students who are CASCA members in good standing at the time of abstract submission and who register by the early deadline.**)

Since an abstract can be submitted for contributions in each of the 4 sessions (science, EPO, EDI, LRP) the abstract submission page might be completed several times by a given registrant. Alternatively, a more complex abstract submission page, with space for multiple abstracts (one for each session) could be designed.

### 1.4.3 Undergraduate Participation in the AGM

Given that undergraduate participation is not yet a tradition at CASCA meetings, it is recommended that the LOC advertise the CASCA meeting as widely as possible by sending announcements (possibly including electronic versions of a poster that can be posted on notice boards) to Universities and undergraduate associations around Canada.

Undergraduates are welcome to submit an abstract requesting a poster presentation (for example, to present the results of a summer USRA position or a senior research project) provided that they provide the LOC with written approval (by email is sufficient) from their supervisor. Undergraduates are not normally allowed to give oral presentations, but this may be permitted at the discretion of the SOC/LOC.

## 2 Finance

A CASCA AGM should be a zero-sum affair; i.e., it should run neither a deficit nor a profit. Expenses should be met entirely from registration fees and other sources of funding you are able to secure. This includes expenses for facilities rental, travel expenses for (some, see below) prize winners, catering, printing, duplication and mailing costs, internet and phone connections, translation, etc. Invited speakers usually pay their own travel, but have their registration fee waived. The **honoraria** for prize lecturers are covered directly by CASCA, but the **travel expenses** for these speakers are the responsibility of the LOC. The exceptions are the Hogg (in odd-numbered years; in even numbered years the Hogg is hosted by, and travel expenses covered by, the RASC), Petrie and Plaskett winners, for which the travel expenses are reimbursed by CASCA.

A reasonably detailed budget should be prepared about a year in advance (see the 'AGM Planning Schedule'), which will be discussed at the Fall Board meeting prior to the AGM. The VP will contact the LOC in advance of the Board meeting once its Fall meeting date is fixed.

It is recommended that the LOC open a special account with the host institution or bank to handle all financial transactions.

A registration fee of approximately \$300 for regular members is now common, while the cost for students is \$150-\$200. Since 2014, attendance has ranged from about 150 participants to over 300. In establishing the registration fees, the organizers should take into account their institute's policies regarding provincial and federal taxes and credit card fees.

Any profit accrued in excess of 5% of the gross revenue (the total of all funds received and administered

by the LOC) must be remitted to the Society. Returned revenue will be put towards the travel funds for future AGMs.

## 2.1 Sponsorship

A sponsorship package, which includes template contact and thank-you letters, and a brief list of national organizations and their contact information, is available upon request from the CASCA Business office (CASCA@casca.ca). Additionally, you should contact your provincial government (Education division and Science division), offices at your institution (e.g. Research, Administration, your faculty's dean and department head), and determine if your institution provides special grants for meetings. Local technical businesses (computer, laser and optics, etc.) sometimes support meetings. An initial email is a good start but must be followed up with a phone call, regardless of whether or not there has been a response to the email. The contact should be made several months before the event since some organizations have allotted their sponsorship budget by February. The sponsors like to have a very detailed second contact email that includes a list of items that need sponsorship, the benefit that they will derive from this support, etc. Most thank-you notes can be sent before the meeting even occurs.

Some sponsors will be able to write a cheque directly to the institution that is supplying you with a budget. This kind of sponsor may need to know your university's Charitable Registration Number. Ensure with your administrator that the process you set up for payment results in a tax-deductible receipt. Other, say government, sponsors will need to pay the suppliers directly. That is, they cannot pay for food or beverages and renting poster boards, etc. is difficult. They can really only purchase supplies for the meeting, such as abstract booklets, conference bags, etc. You will need to put these sponsors in touch with the suppliers of these items and keep both parties informed about your needs.

## 2.2 CASCA Student and PDF Travel Grants

Each year CASCA allocates a budget (usually \$10,000) to the LOC to contribute to student (and, if decided by the LOC, PDFs) travel to the AGM. The LOC should contact the Treasurer of the Society early in the year to confirm the availability of funds. The LOC is encouraged to further supplement these grants if necessary to meet the needs of the students/PDFs. These grants should be reserved for individuals presenting papers and should be given to students who meet the early registration/abstract deadline. Furthermore, the recipients must be CASCA members and the **LOC must ensure that they are currently in good standing by consulting the CASCA business office (CASCA@casca.ca) well in advance of the meeting.**

The existence of travel grants must be mentioned in the announcement of the meeting and on the meeting web page. The timing of the travel grant announcement (which should be no later than the announcement of the meeting program) should be stated on the meeting webpage. It is up to the LOC to review the grant applications and determine how to distribute the grants, although distance-based awards have worked well in the past (e.g. \$0 for people within 50 km since they are in driving distance, \$200 for anyone between 50 km and 300 km since they are also in driving distance but may need to stay in a hotel, \$400 for anyone from beyond 300 km since they will likely have to fly and stay overnight).

Regardless of the disbursement strategy, the LOC must consult the Vice-President for final approval by the CASCA Board before the grants are announced.

The travel cheques will be prepared by the CASCA Administrator and given by a Board member to the awardees at registration.

## 2.3 Financial caveats

Companies handling online registration services offer a wide range of packages, ranging from simple collection of monies to full website development. These can be very expensive. It is advised to consult with previous LOCs, and to cost this budget item well in advance. Check if your university has restrictions on vendors used.

Check if your university will charge you overhead on any of the money that changes hand (e.g. sponsorship).

Check on what taxes will be applicable to both venue costs and registration. The latter can depend on the province of registrants. Your university's financial office can advise on this.

## **3 Meeting Program**

The core of the CASCA meeting should be confined to a three-day period, including the scientific, business and EPO sessions, avoiding weekends and holidays. As mentioned above, the meeting date must be approved by the Board.

### **3.1 Pre-AGM Sessions**

#### **3.1.1 CASCA Board Meeting**

CASCA Board of Directors meets all day on the day prior to the first day of the meeting (i.e., the day of the opening reception). A meeting room suitable for approximately ten people should be set aside and, if possible, coffee breaks, internet access (preferably wireless), and AV equipment should be provided. A catered lunch is not required. Please contact the CASCA Board Secretary to coordinate this meeting. Costs incurred for the CASCA Board meeting are the responsibility of the LOC.

#### **3.1.2 Graduate Student Workshop**

The Graduate Student Workshop (GSW) is organized by the CASCA Graduate Student Committee (GSC) and is a one-day meeting prior to the main CASCA meeting (i.e. the day of the opening reception). The LOC should provide a number of basic items such as: sufficient meeting space, audio visual equipment, and coffee breaks. These items will need to part of the LOC's overall meeting budget.

In order to plan and budget accordingly, it is important that the Grad Student Committee and LOC be in contact as early as possible – it is suggested that the LOC contact the GSC Chair to initiate discussions. The CASCA VP is again the contact point with the Board. The Grad Student Committee should provide the LOC with a detailed list of their requirements (type and size of meeting space, AV/internet needs, etc.) as well as the expected number of attendees.

The topic/format/content of the GSW should be planned in consultation between the GSC and the LOC. In the past, a mix of science, skills and industry networking has been popular.

#### **3.1.3 Other Meetings**

Other spin-off meetings may also take place before or after the main meeting. It is nominally the responsibility of each of these committees to contact the LOC regarding their needs. The LOC can then book rooms and organize any necessary A/V equipment. However, if the LOC hasn't heard from the committees that regularly host post-AGM meetings (JCSA, ACURA) 2 months prior to the AGM, it is suggested that they

actively contact them to prompt for their needs.

### 3.2 Scientific Sessions

**The core of the CASCA meeting is the scientific sessions. The SOC/LOC is thus tasked with identifying talks that present new science, across a broad range of themes representative of national involvement.**

The organization of the science sessions is at the discretion of the LOC/SOC. Typically the science sessions have been a mixture of review talks and shorter, contributed talks. Running two parallel sessions has now become the 'norm', which can work well with careful planning, and consideration of scheduling, subject matter etc. However, some issues with this mode include the seating distribution and the increased cost of equipment (e.g. microphones, projectors). It is strongly discouraged to have more than two parallel sessions running simultaneously (with the exception of the teachers' workshop, see Sec. 3.3.2).

Typically, requests for oral talks far outweigh the time available, so the SOC/LOC must select those who give oral talks and those who present posters. (Recall that a member may have as many as 4 presentations, one in each of the science, EPO, EDI and LRP sessions.) The selection of abstracts should be assessed for each of the 4 sessions independently, in order to not penalize people who want to present in both science and non-science sessions.

The SOC/LOC should aim to balance gender, geography and seniority in their selection of oral presentations. In particular, the SOC/LOC should actively promote submission of oral presentations from graduate students, and in competition for oral presentations preference should be given to graduate students. To the extent possible, graduate student oral presentations should not compete with each other in the schedule. Post-doctoral fellows could also use the exposure provided by oral presentations. Typically, about 30% of the talks should be from graduate students and post-doctoral fellows, with preference given to those who did not have oral presentations in past AGMs. Undergraduates may be allowed to present a poster at their supervisor's request. **High priority for oral presentations should be given to PhD students in their final year.**

The selection and scheduling of talks must be done at least 8 weeks in advance of the meeting (see AGM Planning Schedule), and be communicated to applicants before the deadline for payment. Those giving oral papers should be informed of the allotted time for talks, including questions. This duration has typically been 15 minutes. Those giving a poster paper should be informed of the dimensions of the poster area available. This information should also be made available on the meeting website.

The LOC/SOC should confirm as early as possible that people who have been offered oral/poster slots intend to accept them. Some registrants may elect to not attend if they are not given a talk slot; this eventually should be taken into consideration when planning the budget.

Choose the Chairs for the sessions and contact them at least 2 weeks in advance of the meeting. Consider choosing your Chairs over a range of seniority, geography, and balancing gender and language, bearing in mind the tasks they will have to perform. Provide each Chair, in advance, with a list their duties, including accurate time keeping (very important!!), checking A/V equipment in advance of each session, identifying for judges in the audience when a talk is by a student and moderating questions from people that again span the demographic of the meeting<sup>1</sup>.

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<sup>1</sup> *It has been shown that women and junior scientists ask proportionately fewer questions than men and senior faculty. It has also been shown that offering the first question(s) to a female or junior delegate encourages more people in these categories to also ask questions. It is therefore recommended that Chairs carefully consider who they choose to ask the first questions in each session.*

No sessions should be planned for the evening of the third full day. However, an informal poster get-together (with cash bar) at the end of the final session provides an opportunity for those staying over to continue discussions stimulated by the meeting.

### **3.3 Special Sessions**

#### **3.3.1 Introduction/welcome**

The LOC host and a senior member of the host institution (e.g. President or VP Research) should welcome attendees at the very start of the meeting. It is also appropriate to invite an elder from the First Nations territory on whose land the meeting is hosted to contribute to the welcome address. These invitations should be sent early, not least as a courtesy to people's schedules, but also since First Nations conversations can take time to develop if the relationship is not already established.

#### **3.3.2 EPO session and Teachers' workshop**

These two sessions are jointly organized by the LOC and the CASCA Education and Outreach committee. The EPO session consists of talks contributed by CASCA members and is usually run in one of the parallel sessions. Separately, a teachers' workshop has been run at many of the recent AGMs, which can range in length from half day to multi-day, depending on the LOC/EPO Committee's vision and resources.

The Chair of the LOC should contact the chair of the Education and Public Outreach committee well in advance of the meeting to plan these sessions. Normally a tentative plan for these sessions should be presented in the report to the CASCA Board at its Fall meeting, preceding the AGM.

#### **3.3.3 Equity, Diversity and Inclusivity session**

The Board also strongly recommends that paper submissions related to equity, diversity and inclusivity be solicited and given their own session (see also Sec 3.5 below). The session can also include topics associated with climate and demographics. Any planning related to this session should be done in consultation with the Chair of the Equity and Inclusivity Committee.

#### **3.3.4 Poster session**

The LOC should strive to ensure that the location of the posters is as close as possible to other rooms and events, preferably coinciding with the coffee break area.

A poster 'flash session' of one-minute-one-slide presentations is strongly recommended – this is beneficial for getting poster-presenters (often, students) some stage-time where they can advertise their poster and people can put a face to a name. The LOC should ensure that at least one of the scientific sessions be devoted strictly to poster viewing/flash talks.

If hosting an LRP session, this is normally expected to be a poster-only session and should have its own dedicated section in the poster-viewing area.

#### **3.3.5 Lunch sessions**

Organizations (telescopes, institutes) will frequently request to host a presentation or discussion section during lunch breaks during the main meeting. Careful management of lunch sessions is imperative, in order to both balance valuable information/discussion sessions with schedule overload: it is recommended to avoid having a lunch session every day in order to maintain some unscheduled time for participants.

The LOC is encouraged to solicit lunch session ideas from the membership to provide a range of interesting sessions in which attendees could participate. Lunch sessions are scheduled at the SOC/LOC's discretion and the proposals from different organizations can be combined to provide a single lunch session.

In scheduling lunch sessions, the LOC/SOC should try to establish a program that includes a variety of activities (e.g., group discussions or Q&A). Lunches that consist entirely of more oral presentations lead to long, exhausting days. Organizations will usually provide lunch for the participants, so the LOC should connect the organizers of lunch sessions with caterers. The LOC should also provide some means to have participants register for which lunch sessions they will attend. This information helps plan catering and can be required for financial purposes by the organizations providing refreshment.

### 3.3.6 Various

Keep in mind that other special information sessions (e.g., for CITA, CFHT, JCMT, NRC HAA [DRAO, DAO, CADC], Gemini, SKA and CASCA subcommittees) may request time slots and side meeting facilities. The acceptance/scheduling of these special sessions is at the discretion of the LOC/SOC. **It is very important to balance the quantity of these special sessions, such that they are not scheduled at the expense of science sessions.** Booths can be offered as alternative to special information (or lunch) session requests.

The Chair of the LOC should contact the Chairs of the CASCA subcommittees in advance of the meeting. The LOC should forward requests for presentations at the business meeting to the President of the Society who sets this business meeting's agenda. The LOC should be prepared to print handouts for this session close to the meeting date. Note that the President also presides over the closing session,

Even-numbered years must include a time-slot for the outgoing CASCA President's Address. The President's address can be scheduled after dinner at the banquet (see below), or during a meeting session. The President should be consulted about his/her preference.

It is a legal requirement that CASCA hold an annual business meeting at which a quorum of members is present. The business meeting requires at least two hours and should be scheduled at a time when most of the membership is present. **It should not be scheduled during the last afternoon of the meeting.** No other meeting-related event or session should be scheduled within two hours after its conclusion.

The LOC should schedule a one hour session for an NSERC representative to provide funding updates. The VP can aid in putting the LOC in contact with the relevant NSERC individual if contact is not made directly. The NSERC representative will usually spend at least one full day at the meeting. The NSERC session should be scheduled the NSERC early in the week so that the representative has time to meet the membership and address questions one-on-one.

At the end of the CASCA meeting, student presentation prizes are awarded.

## 3.4 Prize and Public Lectures

Slots must be set aside for the following prize lectures:

- Plaskett medal lecture (selected by the Awards Committee): every year
- Beals medal lecture (selected by the Awards Committee): even-numbered years
- Public lecture (selected by LOC, in consultation with RASC and local amateur groups): even numbered years, evening slot
- Hogg public lecture (chosen in consultation between the LOC, CASCA President and RASC President): odd-numbered years, first evening slot if possible
- Petrie memorial lecture (selected by the Awards Committee): odd-numbered years
- Martin award lecture (selected by the Awards Committee): odd-numbered years

- Richer medal lecture (selected by the Awards Committee): odd-numbered years
- Qilak award lecture (selected by the Awards Committee): every year
- Dunlap award lecture (selected by the Awards Committee): even-numbered years
- Executive award certificate presentation (not usually accompanied by a lecture, although one may be given upon request by the recipient; selected by the Awards Committee): even-numbered years.

It is recommended to contact the Chair of the Awards committee to check on the prizes being awarded in a given year.

CASCA gives two \$200 prizes: one for the best poster by a student and one for the best oral presentation by a student. The judges for the CASCA prizes are the Directors of the Society. Therefore, the LOC needs to inform the CASCA Board members which presentations are by students, if this is not explicit in the scientific program. In the past, other prizes have sometimes been awarded (e.g. prizes to the students, by the students), so the LOC should be open to this possibility.

### **3.5 Diversity and Inclusivity**

The CASCA Board fully endorses the following practices:

- A code of conduct should be provided on the registration pages (an example may be found here: [https://github.com/apontzen/london\\_cc](https://github.com/apontzen/london_cc)) and registrants for the meeting should be asked to check a box indicating that they have read the code of conduct.
- As part of the review and selection of talks and posters, the LOC/SOC should check that abstracts do not contain anything contrary to the code of conduct.
- The code of conduct should be mentioned at the start of the meeting, and the mechanism for reporting violations of the code of conduct should be clearly articulated to the participants.
- Offering child care, when possible.

A copy of CASCA's ethics statement should also be included in the meeting program.

### **3.6 Social Events**

Registration and the welcoming reception normally take place on the evening prior to the first day of the science sessions.

The Society banquet usually takes place on the second evening. Please try to accommodate those with special dietary needs, and keep the budget affordable – buffet style catering is an acceptable option to achieve this, and the mobility that a buffet offers for networking/socialising has been greatly appreciated in the past. The Society banquet need not include a special lecture or presentation.

### **3.7 Miscellaneous**

- It is highly likely that something will arise which you hadn't thought about before or during the meeting. For this reason it is important to arrange for good secretarial assistance and volunteer help for the meeting. (Graduate students make excellent volunteers, particularly if given the incentive of a "free" banquet ticket, for example.) Depending on the level of automation of your operation, there will be a need for at least a part-time secretary a few weeks prior to the meeting to handle registration, answer the mundane e-mail questions, and direct the "emergencies" to the appropriate LOC person.

- A CASCA AGM revolves around the science sessions. For this reason, every effort should be made to facilitate audio-visual presentations. Setup time for LCD projection can be reduced if (a) speakers test their laptops with the equipment before their talks and/or (b) speakers copy their presentations to a single pre-tested laptop provided by the LOC. Two LCD projectors are a must (in case of failure). Access to a slide projector, VCR and monitor may be required by a few speakers. Please ensure ample table space, pointers, and appropriate microphones. Audio-visual technicians should be available in case of failure. In addition, it is strongly advised that an AV volunteer be available for each session to help speakers with setup, microphones testing, switching between computers, etc. This help should be available both prior to and during the sessions.
- Dependable wireless internet access should be provided to the membership. Even in a university context this can be difficult. But it is essential, and access only to eduroam is insufficient.
- "Coffee" breaks should not involve only coffee and tea, particularly in a hot climate. Juices and water are often welcome, as are other light refreshments such as cookies, etc. and some healthy options, such as fruit, yogurt or a vegetable platter. In short – please cater for a range of diets and tastes to keep the attendees happy! Participants in the past have appreciated a coffee area that is available throughout the meeting (not just at breaks).
- The LOC should provide a list of lunch and dinner establishments in the vicinity of the meeting place, including the price range. A local map in the registration package will ensure that members can locate the restaurants.
- Local tourist attractions are usually of interest to most of the participants. By contacting appropriate municipal or provincial offices, one can often get free tourist information that can be included in the registration package. It is also helpful to provide a general description of the weather conditions likely to be experienced by the participants so that appropriate precautions can be taken.
- CASCA would like to emphasize the benefits of corporate membership, and one useful way to do this would be to encourage vendor displays. Therefore, have some specific contact information on the website that vendors can use to directly contact the LOC to arrange for such displays. Also, links to the vendor's web pages should be included on the meeting website.
- Name badges – print the name and institution in LARGE font and make them dual sided.
- After the AGM the LOC should provide a pdf file to the CASCA VP that contains the final program, list of participants and abstracts. This will be posted on the CASCA AGM page as a record of past meetings.
- For some people, attendance may be dictated by the availability of child care. The LOC is encouraged to investigate options for child care in order to be as inclusive as possible and to allow the maximum number of delegates to attend.

## **Contacts:**

CASCA Board members can be contacted at the following email addresses to support the AGM organization:

CASCA-VP@casca.ca, CASCA-Secretary@casca.ca, CASCA-PO@casca.ca, CASCA-Treasurer@casca.ca