



Cognitive Development Society

CDS 2022 Pre-Conference Workshop Information

Hosting a pre-conference workshop at CDS 2022 in Madison, WI provides you with many added values including access to a large national audience comprised of trainees, junior investigators and senior researchers, in addition to the option of receiving support with your meeting logistics.

Pre-Conference Workshop

Workshop Expectations

Workshop organizers are expected to adhere to the following expectations to host an official CDS recognized workshop. The expectations are to ensure consistency between workshops being offered to the delegates.

All Workshops:

- Must use Podium Conferences for logistical support and supplier management
- Will utilise the services of the CDS contracted suppliers of poster boards, audio visual and catering
- All speakers and organizers of the workshop must be registered for the workshop through the CDS online registration. A complimentary code can be provided if the organizers would like to offer complimentary registration for workshop speakers.

Half Day Workshops

- Must provide one coffee break during the workshop. Coffee break does not need to include food.

Full Day Workshops

- Must provide two coffee breaks during the workshop. One in the morning and one in the afternoon. Coffee breaks do not need to include food.
- Must provide lunch for the delegates. Can be boxed/bag lunches if budget is a concern.

Workshop organizers can set the cost of their workshops, but we recommend the following:

Half Day Workshop - \$45 - \$55 per person

Full Day Workshop - \$80 - \$90 per person

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Secretariat – Podium Conference Specialists

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

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Fixed Costs

\$200 to CDS – Fee covers inclusion in the official conference program and various marketing.

\$200 to Podium Conferences - Fee covers the support to coordinate your pre-conference logistics as detailed below.

Administrative and onsite support of meeting logistics includes:

- Adding your pre-conference workshop as an option to the CDS Meeting registration form
- Taking registrations and (if needed) processing payments for your pre-conference workshop
- Processing pre-conference workshop sponsorships if required – as pursued by the organizing group
- Liaising with CDS contracted suppliers of AV and poster boards if required
- Liaising with the venue with regards room hire and set-up, food and beverage orders
- Preparing badges for all attendees
- Onsite registration and information desk
- Promotion of meeting to community as part of regular e-blasts

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

Variable Costs

For officially recognized programs taking place at the CDS Conference, Monona Terrace, on Thursday April 21, 2022, please use the below guidelines for your budget:

Cost of room rental (full day): Complimentary

- Maximum capacity – up to 150 delegates (based on room set up, availability, and subject to mandated distancing requirements)

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

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

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

- Coffee break (beverages only): \$35/gallon + tax and service charge**
- Lunch (if required): approximately \$20 + tax and service charge**
- Catering menus can be provided upon request

***Examples based on 2021 menu estimates**

****22% service charge and 6% sales tax, subject to change**

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

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

Printing Costs

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

Proceeds of any registration fees will be applied to the final invoice of the event and the balance owing will be invoiced. Any overages will be returned to the organizer.

Submitting your request

The application deadline for Pre-Conference Workshop submissions is October 15, 2021.

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

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

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

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