



## STUDENT INFORMATION PACKAGE

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**This Student Information Package has been prepared for the students who will be attending and presenting posters at the CNS Conference in Niagara Falls, June 5 to 8, 2011.**

### **CONTENTS**

1. Registering for the Conference as a Presenting Student
2. Accommodation for Students during the Conference
3. Travel Arrangements and Reimbursement
4. Poster Preparation and Presentation
5. Tips
6. Contacts - Who to call for help or information
7. Conference Information



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### Welcome to the CNS Student Conference in Niagara Falls

The following sections are meant to help you with registration, paper submission, travel, lodging and setting up your poster.

Please note that you need to submit your full paper by February 18, 2011.

The organising committee is looking forward to seeing you soon!

### 1. Registering for the Conference as a Presenting Student

- **Register:** Register online as a student at: <http://conf2011.cns-snc.ca/#>
- **Paper Submission:** Paper can be submitted online for students at: <https://www.softconf.com/b/CNS2011Students/>
- **Cost:** There is no charge to register as a student if you are presenting a paper at the Student Conference
- **Attendance:** As a student presenting a poster, you are welcome to attend the whole conference and all activities including the reception and the dinner. For a conference calendar go to:

<http://conf2011.cns-snc.ca/#>

- **CNS Annual General Meeting:** If you are a member of CNS, we encourage you to attend the AGM on Sunday. If not, we encourage you to become a member: it is free for full-time students (upon verification)!
- **Presentation Time and Set Up:** You will present your poster on Monday June 6, 2011 from 5:30 to 7:30 during the wine and cheese. **You must arrive by 4:00 to set up your poster.** See section #5 for poster instructions.

## **2. Accommodation for Students During the Conference**

*Where?* <http://www.skylineinniagarafalls.com/index.php>

### **Skyline Inn**

4800 Bender Street  
Niagara Falls, ON L2G 3K1  
Canada



***How Do I reserve a room?*** A total of 25 rooms have been reserved for students presenting at the conference, available for free on a first-come first-served basis. Please call the following toll free number, 1-800-519-9911 and request the student block at the Skyline Inn.

***Step 1:*** Contact the hotel directly and reserve a room using the contact information above and stating that you are attending the conference;

***Step 2:*** Send an e-mail to the [CNS Office](#) and student organizer, Cherie Ferrari, as follows, [cns-snc@on.aibn.com](mailto:cns-snc@on.aibn.com) and [Cherie.ferrari@kinectrics.com](mailto:Cherie.ferrari@kinectrics.com)

### **Please Note:**

- The cost of room will be directly covered by the conference. Any additional room charges (*e.g.*, room service, mini-bar, *etc.*) will be the responsibility of the student.
- To reduce costs, the organizing committee asks that students please share rooms. At the time of booking please indicate to Cherie Ferrari and the CNS Office with whom you will be sharing or if you require a single occupancy room.



## STUDENT INFORMATION PACKAGE

### 3. Travel Subsidy and Reimbursement

The conference will provide you with a subsidy for your travel to and from Niagara Falls. The subsidy is based on the location of your institution and is listed below. This is a fixed subsidy; you do not need to submit receipts.

#### Travel reimbursement Amounts:

Cheques in the following amounts will be given to you at the conference for your travel reimbursement.

University	City	Reimbursement for Return Trip
University Of Western Ontario	London	\$70
University Of Waterloo	Waterloo	\$50
University Of Guelph	Guelph	\$40
McMaster University	Hamilton	\$30
University Of Toronto	Toronto	\$40
University Of Ontario Institute Of Technology	Oshawa	\$60
Royal Military College	Kingston	\$130
Carleton University	Ottawa	\$180
École Polytechnique de Montréal	Montreal	\$210
University Of New Brunswick	Fredericton	\$500



## STUDENT INFORMATION PACKAGE

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### 4. Poster Preparation and Presentation

*How do I prepare the poster?* Look at this website for advice on how to prepare posters: <http://www.swarthmore.edu/NatSci/cpurri1/posteradvice.htm> or the poster prep guide in PDF sent with this information package.

*What is the poster size?* For the poster presentation, you will have a board of maximum size of 4 foot by 3 foot (4' by 3') at your disposal. Please prepare your poster with these maximum dimensions in mind.

*Should I prepare my poster in advance?* You should prepare your poster in advance, so that you only need to tack it to the board.

*What does the poster board look like?* See below. There will be two posters on each side of the board. On some boards, both the front and back will be used.

## 5. Tips

- *Arrive no later than 4:00 pm to mount your poster on the afternoon of Monday June 6, 2011*
- The exact room for the poster presentations will be posted during the conference
- Wear business clothes and comfortable shoes as you will be standing for the duration of the presentation
- Have a couple of copies of your paper to hand out or offer to email it
- Print out small cards with your contact information to hand out to conference attendees who discuss your poster with you
- Ask for business cards of the people who stop at your poster or ask them to complete a contact information sheet that you prepare
- Do not drink wine or eat during the presentation
- Ask and answer questions
- Please take down your poster after the wine and cheese is over (7:30 pm on Monday).

## 6. Contacts - Who to Call for Help or Information

- Cherie Ferrari
  - Cell phone: 416-651-0807
  - Office: 416-207-6000 ext. 6911
  - [Cherie.Ferrari@kinectrics.com](mailto:Cherie.Ferrari@kinectrics.com)
- Emily Corcoran
  - Office: 613-541-6000 ext. 3508
  - [corcoran-e@rnc.ca](mailto:corcoran-e@rnc.ca)

## 7. Conference Information

<http://conf2011.cns-snc.ca/#>