



## 11<sup>th</sup> International BCI Meeting Satellite Event Information Kit

Hosting a satellite event at the **11<sup>th</sup> International BCI Meeting** provides you with many added values including access to a large international audience comprised of BCI researchers and professionals, in addition to the option of receiving support with your meeting logistics.

Podium Conference Specialists will be pleased to provide support with the planning of your satellite event. We can assist you with many of the time-consuming logistical aspects of event planning as well as handling registrations, processing fees, and managing other administrative tasks. Please see below for our fee structure and note that registration for the 2025 Meeting is mandatory.

### Satellite Event Podium Conference Specialists Fees

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#### Administrative and logistical support **\$600**

Administrative and logistical meeting support includes:

- Adding your satellite meeting as an option to the BCI Meeting registration form
- Creating a stand-alone registration form for those only planning to attend your satellite event and not attending the BCI Meeting
- Taking registrations and (if needed) processing payments for your event in advance and on-site
- Processing satellite sponsorship payments – as pursued by the satellite event organizer
- Sourcing supplier and hiring of audio-visual equipment
- Liaising with the venue with regards to room hire and set-up, food and beverage orders
- Preparing badges for all attendees
- Promoting event to the BCI community as part of regular e-blasts
- Consolidating invoices from all providers, including venue

*\*Please note that additional costs may be incurred for staff travel and accommodation depending on the scheduling of the Satellite Event in relationship to the Meeting dates.*

#### Event onsite support **\$75 per half-day**

Onsite support includes:

- Managing onsite registration and information desk
- Distributing name badges/registration kits
- Handling onsite registration
- Managing logistics with venue (food & beverages, room set up, etc.)
- Coordinating logistics with audio-visual equipment supplier
- General troubleshooting

The total cost of your satellite event will be highly dependent on your final requirements. Below are some considerations for the planning of the event budget. Satellite event organizers are responsible for all costs associated with hosting the event. In addition, all satellite event requests need to be approved by the BCI Society.

### Variable Costs

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For officially recognized programs taking place in conjunction with the **11<sup>th</sup> International BCI Meeting** at the **Banff Centre for Arts and Creativity** from **June 2-5, 2025**, please use the below guidelines for your budget:



**Cost of room rental (full day): \$750**

- Maximum capacity will depend on room availability and set-up

**Audiovisual costs:**

- Included in the room rental: projector, screen, audio  
*If you have specific AV needs, please let us know and we will provide you with an exact quote.*

**Food and beverage costs: See below for an example of options and costs**

- Coffee break: \$22 per person + tax and service charge
- Lunch: approximately \$40 per person + tax and service charge

**Payment processing costs for meetings that require registration payment\* (per transaction):**

- Per head \$2 per payment transaction
- 3.99% credit card charge (Visa, M/C, Discovery), based on the transaction volume

**Printing Costs**

- Production of name badges \$3 per badge
- Signs starting at \$35 +tax

*\*Proceeds of satellite event registration fees will be applied to the final invoice of the event and the balance owing will be invoiced. Any surpluses of registration fees collected, over the service charges incurred, will be returned to the organizer.*

## **Submitting your request**

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***The application deadline for Satellite Event requests is March 7, 2025.***

To submit your request please complete the online application. You will be asked to provide the following information:

- Name & affiliation
- Contact phone number & email
- Title of event
- Brief description of event
- Name of speakers
- Affiliation of speakers
- Estimated attendance
- Registration fee (if applicable)
- Length of event: ½ day, full day etc.
- Preferred event day and time
- Anticipated audio-visual requirements
- Anticipated food & beverage requirements
- Draft event agenda

Should you require any additional information or have any questions, please contact me.

Thank you,

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