

# ECVP – The Missing Manual

*A Users' Manual for Organizers*

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## **Purpose of this Document**

Each year, the responsibility for organization of ECVP passes into the hand of a new organizer. Because there is no formal society or organization behind the meeting, the organizer has been obliged to invent the meeting anew each year, with little guidance beyond what they can informally extract from previous organizers. While this method encourages novelty and creativity, it imposes a heavy burden, because there is no recipe to follow.

The purpose of this document is to lighten the load on the new organizer by collecting the corporate memory of previous organizers into a written manual. Because ECVP has no formal vessel which might contain its laws, everything in here must be considered mere suggestion. This manual may also be useful (or intimidating) to potential future organizers, and contains some suggestions for how to create a proposal to the annual business meeting.

## **Why Organize an ECVP?**

It's a challenge: allows "full" deployment of one's organizational skills

A unique experience in learning "non-scientific" issues

Fun

Promote one's country, city or institution.

Attract scientific but also political attention from international, national and local communities

## Past Organizers

Past organizers are an invaluable resource. The table below provides a list of previous organizers, along with contact information, where known. Be advised, however, that previous organizers, having donated their pound of flesh, are sometimes reluctant to donate another. Each organizer is asked to revise and add to this document, so we hope you will find much of their wisdom and experience contained herein. Make sure you absorb its contents before you ask for help or information.

Year	Location	Organizer(s)	Email
2005	A Coruña, Spain	Susana Martinez-Conde	smart@neuralcorrelate.com
2004	Budapest, Hungary	Jozsef Fiser	fiser@bcs.rochester.edu
2003	Paris, France	Andrei Gorea	<a href="mailto:gorea@psycho.univ-paris5.fr">gorea@psycho.univ-paris5.fr</a> Andrei.Gorea@univ-paris5.fr
2002	Glasgow, UK	Pascal Mammassian David Simmons	pascal@psy.gla.ac.uk d.r.simmons@psy.gla.ac.uk
2001	Kusadasi, Turkey	Andrew Watson Ulker Tuluney Keeseey	<a href="mailto:andrew.b.watson@nasa.gov">andrew.b.watson@nasa.gov</a> UTkeeseey@facstaff.wisc.edu
2000	Groningen, Netherlands	Frans Cornelissen	f.w.cornelissen@med.rug.nl
1999	Trieste, Italy	Walter Gerbino Tiziano Agostini	<a href="mailto:gerbino@univ.trieste.it">gerbino@univ.trieste.it</a> <a href="mailto:agostini@units.it">agostini@units.it</a>
1998	Oxford, UK	Brian Rogers	<a href="mailto:bjr@psy.ox.ac.uk">bjr@psy.ox.ac.uk</a> brian.rogers@psy.ox.ac.uk
1997	Helsinki, Finland	Kristian Donner	kristian.donner@helsinki.fi
1996	Strasbourg, France	Birgitta Dresp	dresp@imfs.u-strasbg.fr
1995	Tubingen, Germany	Manfred Fahle	mfahle@uni-bremen.de
1994	Eindhoven, The Netherlands	Jacques Roufs	
1993	Edinburgh, Scotland	Michael Morgan	m.morgan@city.ac.uk
1992	Pisa, Italy	David Burr Concetta Morrone	<a href="mailto:dave@in.cnr.it">dave@in.cnr.it</a> concetta@in.pi.cnr.it
1991	Vilnius, Lithuania	Algis Bertulis	algis.bertulis@kma.lt
1990	Paris, France	Andrei Gorea	gorea@mailhost.psycho.univ-paris5.fr
1989	Zichron Yaakov, Israel	Baruch Blum	
1988	Bristol, UK	Tom Troscianko	Tom.Troscianko@bristol.ac.uk
1987	Varna, Bulgaria	Leon Mitrani Angel Vassilev	
1986	Bad Nauheim, Germany	Dick Cavonius Eberhardt Dodt	Deceased Deceased
1985	Peniscola, Spain	Mariano Aguilar	
1984	Cambridge, England	Oliver Braddick	o.braddick@ucl.ac.uk
1983	Il Ciocco, Italy	Adriana Fiorentini	adri@neuro.in.pi.cnr.it
1982	Leuven, Belgium	Guy Orban	Guy.Orban@med.kuleuven.ac.be
1981	Gouvieux/Paris, France	Claude Bonnet	bonnet@imfs.u-strasbg.fr
1980	Brighton, UK	Peter Lennie	pl@cns.nyu.edu
1979	Noordwijkerhout, Netherlands	Maarten Bouman Hans Vos	
1978	Marburg, Germany	Dick Cavonius John Mollon Ingo Rentschler Lothar Spillmann	Deceased jm123@cam.ac.uk <a href="mailto:ingo@imp.med.uni-muenchen.de">ingo@imp.med.uni-muenchen.de</a> <a href="mailto:Lothar.Spillmann@zfn-brain.uni-freiburg.de">Lothar.Spillmann@zfn-brain.uni-freiburg.de</a>

## Timeline

This table identifies major events on the timeline leading to a meeting. Dates are given in which the year is expressed relative to the year of the meeting. In this scheme, the date of the meeting is written, Aug 25, 0.

Item	Start	End
Preliminary proposal to ECVP -3	Aug, -3	
Check with City Hall if they are to be involved (ex. Banquet)	Sep, -3	
Prepare proposal 2 years ahead (select/booking venue)	Jun, -2	Aug, -2
Notify organizer of intent to present at business meeting	July, -2	
Present proposal to ECVP -2	Aug, -2	
Start preparing LOGO	Oct, -2	
Decide for the way to go for the Website (hire vendor, Ephesus?)	Oct, -2	
Sponsors contacted	Oct, -2	Aug, 0
Prospecting for and choice of subcontractors (including Website arrangements)	Oct, -2	Apr, -1
Establish preliminary committee	Sep, -2	Mar, -1
Prospecting for and choice (menu, price) of Banquet venue	Oct, -2	Jun, -1
Prospecting for and choice of the Perception Lecturer Professional Conference Organizer (PCO)	Jul, -2	Jun, -1
Prospecting for and choice of the Invited speakers (symposia)	Oct, -2	Aug, -1
Prepare presentation for the business meeting of ECVP -1	Oct, -2	Aug, -1
Special events decided	Apr, -1	Jun, 0
Book Hotel space (including low cost for students...)	Aug, -1	
Launch conference website (local info, call for abstracts and other announcements)	Oct, -1	
Approach Exhibitors (mail, previous ECVP, previous VSS)	Aug -1 to Aug. 0	
1 <sup>st</sup> Call for abstracts	Nov 1, -1	
2 <sup>nd</sup> Call for abstracts	Jan 1, 0	
Launch advertisements in Journals to appear in June-July 0	Jan 1 <sup>st</sup> , 0	June 1 <sup>st</sup> , 0
Budget reviews	Oct, -2	Sep, 0
Early registration	Jan 1, 0	Jun 1, 0
Hotel reservation online procedure	Jan 1, 0	Jul 30, 0
3 <sup>rd</sup> and last call for abstracts	Feb 15, 0	
Abstract submission	Jan 1, 0	Mar 15, 0
Choice of referees	Jan 15, 0	Mar 15, 0
Review process	March 15, 0	April 1 <sup>st</sup> , 0
Deadline for financial support applications	Mar 15, 0	
Support requests decided	Apr 15, 0	
Final selection of submitted abstracts	Apr 15, 0	
Finalizing the invited symposia	May 1, 0	
Provide final Abstract selection to Pion	May 1, 0	
Final conference program (published on Web)	Jun 15, 0	
Publication of the conference abstracts in Perception	Aug 1, 0	
Conference proper (depending)	Aug 25, 0	Aug 29, 0

## Site Selection Process

### Interest proposal at –3 years

At the ECVP three years before your proposed meeting you are invited to make a proposal for hosting an ECVP meeting. Several things are important here:

A preliminary (i.e. 3-years in advance) proposal is not mandatory. You don't have to do it, and doing it will not offer you an advantage over other proposals which may be made at the next ECVP meeting. However, ECVP attendees like to have an idea of what is likely to be happening three years down the line, and therefore you are

encouraged to make a preliminary statement of interest. There will be no vote on your suggestion, since that might appear to convey a decision to approve the site.

Typically, you do not need to do very much work at this stage, particularly since the meeting may never happen – the decision to approve is made at the ECVP *two* years before the due date. However, it would be good to know the city or place where the meeting will take place; whether it's a city, beach location, or other location; where the lectures/posters will be held; how people can get to the location; who would be on the organizing committee; what special symposia/events you would like to organize; and any other information that might make the meeting appealing to the ECVP attendees.

After ECVP, you should ensure that you are able to have the meeting at your proposed venue by making a provisional booking for any space required. But try to avoid paying any deposits since, of course, there is still no certainty that the meeting will be held there. You should begin/continue to think about what symposia/events to host (both scientific and social), and who might offer financial and organizational support to you (for example, the city administration may offer financial help and/or host events such as banquets).

You may put this information onto a one-page leaflet and bring this leaflet to the next ECVP business meeting. You should liaise with the organizer of that ECVP, who will tell you how many copies of the leaflet to bring to the meeting. The organizer will give you a slot at the business meeting to make your proposal, which you should prepare as a 5-min Power Point or similar presentation. You are free to lobby on behalf of your proposal at any time, including at the meeting.

### **Formal proposal at –2 years**

**This is the time when your proposal gets voted on by the business meeting. The vote will be between your proposal and any rival bids, whether or not these have been informally suggested one year ago. Historically, ECVP has made decisions to go for a wide variety of locations – university cities, and holiday resorts in many different countries. Keeping costs down, for young people and those from poorer countries, is seen as an important issue. Plans for scientific and social events are welcome at this stage.**

#### **Contents of proposal**

You will have with you sufficient copies of a one-page leaflet which summarizes:

- The location and dates of the suggested meeting
- The name of the proponent and the tentative organizing committee
- Your contact details
- The venue (a picture looks good)
- Any original ideas about the scientific and social programme – symposia, banquet, art shows, etc.

You should email this to the ECVP organizer ahead of the meeting, and be prepared to give a short presentation about your proposal.

### **Votes**

If there are more than two proposals, there will be (at least) two rounds of voting. The first round is intended to eliminate all but the two most preferred choices. In this round, each person at the business meeting may vote for as many proposed options as he/she wishes. Thus, it is possible to vote for Option 1 and Option 2 but not Option 3, or only Option 1, or for all (or none) of them. It is allowed to select only one of the options.

This round is repeated if there is a tie that prevents the top two choices from being selected.

In the final voting round (i.e. when there are only 2 choices left), people cast one vote for their preferred option.

The voting procedure is administered by the local organizer, with the help of people to count the votes carefully.

## Committee & roles

**There are a number of roles to be fulfilled in the organization. A rough indication is: (local) organizing committee, an advisory committee, and a scientific committee. To some extent there may be overlap and there can be extensions. Often one group does it all. Sometimes one individual does it all. Here's an idea of the tasks and roles each of these committees may play.**

- Makes decisions
- Has financial responsibility
- Does most of the actual work
- Contact with conference bureau (PCO), sponsors.
- Meets regularly (monthly in relatively quiet times, weekly in busier times, and perhaps even daily in the days prior to and during the conference).

Ideally, the core of the organizing committee should be a relatively small group of people, 3-5 (an uneven number is handy to force decisions assuming you use a democratic model) with at least some actually based in the city where ECVP will be held. Consider having people with different experiences, interests in your core group. An experienced administrator (e.g. from your department) may be a valuable asset in case you need to handle a lot of administration yourself.

In addition to this core, there could be people part of this who may be less frequently involved, but who you do want to give a real say in things, or who might frequently be needed to give assistance/advice.

You may wish to divide the various tasks discussed in this manual to different members of the organizing committee. At the same time, it is important that important information is shared among the core group, in case of some unfortunate event that would impair a member to attend any further meetings. Another thing to think about is how financial responsibilities are shared. One model is that at least two people of the core group are required to sign any contract or financial transaction to make it valid. This depends on other factors such as how you have covered legal issues.

### Advisory committee

A group of people who is supportive of ECVP, and are willing to occasionally do a small task for you, give you advice, write a letter of recommendation. This group of people you generally do not want to give any decisive power. You could consider having a local advisory committee, as well as a national or even an international advisory committee. Ideally you could have one or two previous (recent) ECVP organizers on this committee. Other people to consider: dean of faculty, mayor, local science museum director/curator, politicians who have a link with science/education, head of department, high ranking people in education.

### Scientific committee

This is in principle the group of people who will have any influence on the scientific content of the conference. It may or may not include: organizing committee, people who organize a special symposium, reviewers.

### Other possible committee models

The 2005 meeting (A Coruña, Spain) included:

- a) Executive Committee (with similar roles as the Local Organizing Committee described above). It was decided to call it "Executive" and not "Local Organizing" Committee, as only 1 of its 5 members was local.
- b) Local Organizing Committee (with similar roles as the Advisory Committee described above). Also carried out some specific tasks, in consultation with the Exec. Committee, such as organizing specific events in the meeting.
- c) Scientific Committee.

## Call for Papers

The Call for Papers should be issued by email lists ([vslist@visionscience.com](mailto:vslist@visionscience.com), cvnet, the ECVP list) on Nov 1, -1. It may/should contain the following:

- Dates

- Location
- Deadlines
- When registration will begin
- Website address
- Titles of symposia
- Speakers at symposia
- Registration Fees
- Special events
- Contacts (i.e. email address of organizer, secretary)

Several examples of Call for Papers are given in the Appendix.

## Website

Since 1999, ECVP has had its own registered domain name: [ecvp.org](http://ecvp.org). Andrew Watson is the current registrant of the domain, and should be contacted with any questions regarding the domain.

Before continuing this discussion, it is important to distinguish between two distinct types of ECVP web sites. The first is what we will call the “home site,” of which there is only one, and the second is what we will call a “conference site,” of which there are many (one per year). The home site contains general information about ECVP. A conference site contains information about the meeting for a particular year. The home site includes links to the conference site for the current meeting, and where available, to past and future meetings. At present, the domain [ecvp.org](http://ecvp.org) points to the ECVP home site. At present, Andrew Watson is the manager of the ECVP home site.

There are two ways to build a conference site for your meeting. One is to create a separate, independent site, hosted on a server to which you have access. If you would like to set up a separate independent site, you would typically request the home site manager to create a link from the main site to your site, and a redirection to your site so that the url <http://ecvp.org/2004/>, for example, would lead to your conference site. The advantage of this approach is that you have complete control over your conference site, and you can chose a server or internet service provider that has the storage and features you desire. The disadvantages are that you must find and possibly pay for a server, and that the site is unlikely to be preserved after the meeting is over. While the home site has links to conference sites of past meetings, many of those links no longer function, as the conference sites have been dismantled. In the future, we would like to preserve at least some components of each conference site.

Alternatively, you may choose to build your site on the server that hosts the ECVP home site (this was done by Kusadasi 2001, Groningen 2000, Paris 2003). To do this, you request space for your site from the home site manager. A directory is created and access is provided to you to that directory, which would typically be addressed as <http://ecvp.org/2004/>, for example. You would then upload files to the site via FTP (or a site-building application) just as you would if the server were your own. Organizers wishing to make use of hosting on the home site may need to negotiate issues such as storage and features required.

### Proposed Home Site Features

To provide a better infrastructure for future meetings, it has been proposed that the home site includes some additional features. These may be available for use by the time of your meeting.

#### *Online Transactions*

Online registration, credit card payment, and abstract processing are large parts of the job of each organizer (see section below “Online Registration & Abstract Processing”). It has been proposed that these services be provided in a consistent way from year to year by the home site. This would allow the development of a persistent database of registration and abstract data, and would make the user experience consistent from year to year.

#### *Message board*

A message board, organized by the year of the meeting, might be useful for coordination and communication among attendees.

#### *Mailing list*

We [deserves some qualification, doesn't it? WHO, HOW, WHEN] [How about: “The authors of this manual” – SMC] propose to create a persistent ECVP mailing list, including email addresses of past and current registrants,

which would allow web-based subscription and un-subscription. This would allow organizers to easily reach all registrants or interested persons.

### **Home site funding**

Costs of maintaining the home site are at present modest, but it is important to reserve some of your budget for this purpose. Typical costs are for domain registration, web hosting (circa \$500 total). It has been suggested that the site be professionally redesigned and maintained, which would entail costs. Addition of online transaction processing would add substantially to the costs, but would remove that expense from the usual conference budget.

## **Online Registration & Abstract Processing**

Since 1998, all ECVP meetings have employed some form of online registration and abstract processing. While organizers may be tempted to create an online system themselves (since 2001, every organizer has done so), there are many reasons to use an existing system. The two most important reasons are cost and effort. To do the job properly is a considerable undertaking, typically requiring much more time than expected. And the costs of doing it oneself often turn out to be higher than using existing systems that charge a fee. It may be useful to identify several separate elements of this process.

### **Types of online transaction**

#### *Online registration*

Creates a user profile (name, address, etc). Individual usernames and passwords usually allow the user to re-enter the system at a later date to modify their profile. Registration can be completed by online credit card payments (see below).

#### *Credit card Payments*

Used for registration fees (and other) payments. To set up such a system is complex, requiring contracts with an internet service provider, a credit card verification service, an e-commerce merchant account service, and a bank. All charge for their services. Beyond monthly service fees (typical, \$75/month), each transaction usually costs a fixed fee plus a percentage of the transaction, often amounting to \$5 or so for a typical registration.

#### *Online abstract submission*

This allows authors to submit their abstracts online. It is important to collect the data in a structured, record-based manner, so that the data can be checked upon entry and re-used for various purposes (see section below on abstract publication). This means that rather than accepting each abstract as a word file, or pdf, it should be accepted as a defined set of pieces of information, such as author last-name, abstract-title, abstract-text, etc.

#### *Online abstract reviewing*

It is very useful if the reviewers are able to do their job online. Among other things, this relieves the organizer of the responsibility for sending out abstracts for review, collecting reviews, collating the data, etc.

### **How do I get an online transaction system?**

There are basically four ways to obtain an online transaction system, which includes software, services, and human support. The services include internet service and credit card merchant services (see above). Support includes both technical support of the system, as well as database maintenance and dealing with users problems and special cases.

1. Write your own software, contract your own services, and get someone to provide support.
2. Use the software from a previous year, modify it to suit, contract for services, and find someone to provide support.
3. Contract for someone to write and support the system
4. Contract with someone to provide an already existing system. This is usually called an "Application Service Provider" (ASP). One candidate ASP is the system called *Ephesus*, provided by ConferenceSoft.com. A contact for this is [cvramirez@conferencesoft.com](mailto:cvramirez@conferencesoft.com). This system was designed to handle scientific meetings like ECVP. Other ASPs are available as well.

Option #3 is likely to be costly, take a long time to develop, and perhaps not result in the desired features. #1 is a great deal of work, and can only be considered if there is free programming talent and lots of time available. #2 can work, but is unpredictable. #4 is the best option, if it can be obtained at reasonable cost.

## **My POC says they can do this. Should I accept their offer?**

Sometimes a professional conference organizer will offer to include these services as part of a complete package. Although this is tempting, there are several reasons to be cautious. The first is that, unless they have a working system that they can demonstrate, and that includes all the desired features, there is little reason to believe they can provide it in the form and schedule required. However, this is an option that has sometimes worked in the past (Budapest, 2004).

A second reason is that the POC is inherently local, and thus changes from year to year. On the other hand it would be very desirable to have the online transaction system stay the same from year to year. If the POC does the online system, it will change from year to year.

### **Features to look for:**

Whatever route you go, the following is a list of essential or highly desirable features for the online transaction processing system.

Structured, database record-oriented data collection and storage, for both registration and abstracts

Ability to edit abstracts up until deadline

Ability to associate abstract authors with registrants

Profiles for non-registrant co-authors

Online abstract reviewing

Online volunteering to review

Online access to registration data by organizers

Online access to abstract data by organizers

Online special event ticket purchase

Online application for financial support

Automatic generation of online program

Automatic generation of abstract book

Automatic email confirmations of all significant transactions

Blast email to all registrants

Online donation

Online structured search of abstracts

Ability to collect and coordinate data from multiple years

For example, costs of redesigning the site including online transactions, abstract and review processing as well as other features (see above) were 5000 € in 2003. Organizers should be aware that to such costs they should add about one full month of work supervising and interacting with the professional providers. And they should be aware that this figure does not cover the transaction costs for online credit card processing, which would amount to about €3,000 for a typical meeting.

## **Abstract Publication**

ECVP abstracts have traditionally been published as a supplement to the journal Perception, published by Pion. ECVP attendees have several times confirmed their desire for continued publication in a journal, in order to provide them with a citable abstract. This arrangement also provides each registrant with a printed abstract book. The costs of publication are negotiated with the publisher, and in recent years have averaged about \$20/abstract. A formula provided by Pion (in 2001) was as follows:

$$\text{Abstract book (Pion) Cost in sterling} = 30[1+(\text{copies}/100)(\text{pages}/4 + 1)]$$

In order to avoid extra work and extra costs, it is extremely important to collect and maintain the abstract data in a form that can be easily provided to the publisher. If an online abstract submission system is used, a highly valuable feature is if it collects the data in a structured database record format, rather than as an unstructured text document. The former is easy to convert to multiple formats, including various programs and the abstract book, while the latter is not (see section on Abstract Submission).

Also take care to collect (and check) all the information that the publisher requires, since collecting these data after the fact is nearly impossible.

It is advisable to make arrangements with a publisher well in advance, in order to understand costs and also the required elements and the format in which the material must be provided to the publisher.

The contact information for Pion is:

Dr Jonathan Briggs  
 Electronic Publishing Director, Pion Ltd  
 207 Brondesbury Park, London NW2 5JN, UK e-mail jon@pion.co.uk  
 Tel +44 20 8459 0066 Fax +44 20 8451 6454 Web [www.pion.co.uk](http://www.pion.co.uk)

Future organizers may want to consider the possibility that, while Pion would continue to publish the Perception supplement *on-line* as part of their regular publishing policy, the Abstract booklet to be distributed to the ECVF attendees be printed by the local organizers with a notable cost reduction (e.g. 5 € per booklet). At this point such an arrangement has not been discussed with Pion and remains entirely hypothetical.

## Registration Fees

Early on you will need to decide on registration fees. These are typically in four categories: early, late, early student, late student. Traditionally, ECVF has endeavored to have low registration fees. On the other hand, they must be high enough to cover the costs of venues, registration and abstract processing, audio-visual equipment, coffee breaks, and social events.

### Historical data

Up-to-date information may be found at [ecvp.org](http://ecvp.org), but the following are some useful numbers from recent years.

Year	Location	Registration Fees €			
		Early	Late	Early student	Late student
2005	A Coruña, Spain				
2004	Budapest, Hungary	175	225	120	170
2003	Paris, France	175	240	115	160
2002	Glasgow, Scotland	172	234	109	156
2001	Kusadasi, Turkey	134	179	89	134
2000	Groningen	130	160	110	80
1999	Trieste	134	168	90	112
1998	Oxford		134		
1997	Helsinki		160		

### Cancellation policy

We strongly urge you to establish, before the start of registration, a clear and firm cancellation policy for registration fees. Cancellations are an administrative hassle, and typically cost money as well due to the fees involved in credit card transactions. We suggest something like the following:

- Start of registration to the abstract deadline — -10€ or about -10%
- Abstract deadline to end of meeting — -20€ or about -20%
- After end of meeting (yes, it happens) — no refund
- Registrations for which paper is rejected — full refund.

This policy should be stated clearly on the registration web page.

## Review process

The abstract submission deadline has traditionally been on a date in the first two weeks of March (in the year of the conference). The accepted Abstracts need to be sent to Pion at the beginning of May, if they are to be published in Perception. All Abstracts need to be reviewed, preferably by two or more reviewers. Organizers may choose to ask those who have reviewed abstracts previously (lists are included in previous Abstract booklets) or they may ask those who submit abstracts whether they would be willing to act as a Reviewers. (Include a checkbox on the Abstract submission form). The Organizer can then select Reviewers from that list taking into account their expertise and the number of Abstracts in different areas. Reviewers need to be asked well in advance whether they are willing to review Abstracts in late March/early April (perhaps giving them an idea of the workload) and the time allowed for the review process (allow 2 weeks maximum).

If the on-line Abstract submission process allows (e.g. Ephesus), the Abstracts for a particular Reviewer can be made available on the Web and reviewer's ratings entered on-line. Choose a simple scale and the criteria for making the ratings on a single dimension (e.g. the quality of the science) with some guidelines as to the expected average and standard deviation of the Reviewer's ratings. Set a cut-off score below which Abstracts should be rejected. Traditionally, only very weak or seriously flawed Abstracts have been rejected.

Decisions about which Abstracts should be for Paper or Poster presentation should firstly respect the Author's preference for a Paper or a Poster. Second, given the popularity of requests for Paper presentations, the average Reviewer's rating can be used to select those Abstracts chosen for Paper presentations although other factors such as the relevance of an Abstract to a proposed topic session, the inclusion of young investigators, women, and other special factors should be taken into account. It should be possible to notify authors about the acceptance of their Abstracts by the end of April but decisions about papers versus posters can be made sometime later. Organizers should aim to have the programme finalized and available on the website by mid June.

## Local Arrangements

### Coffee

It is traditional to give 2 coffee breaks (one morning, one afternoon). Coffee + cookies, etc is a substantial expense. Some conference venues will only allow their own coffee caterer, whereas other conference venues will be flexible.

Coffee breaks can be paid for by:

- a) local organizers
- b) (if the budget is tight), attendees can pay for coffee.
- c) Coffee breaks can potentially be sponsored (this hasn't been tried yet).

It will very rarely happen (if ever) that 100% of attendees will be present at any one coffee break. A good number would be about 75% coffee servings of the total attendees (below 70% in the last day).

### Audio-Visual Equipment

It is important to get professional service. This is not the place for saving money or experimenting. However, this is not cheap either. Find out, exactly, what minimum A-V requirements different conference venues include with the rental of conference rooms.

Some venues will allow only their own A-V equipment and staff. Others will be flexible. It is possible that the local university can offer discounts if their own A-V equipment and staff are provided.

In each room, ideally, you should have:

- a) Data projector
- b) Overhead projector
- c) Slide projector (b & c are getting less and less common)
- d) One laser pointer
- e) 2 wireless microphones (one for speaker, one for chair), one standing microphone for questions.
- f) At least one technical person (2 if you can afford it: one in the projection room, one near the speaker)
- g) One backup set of everything (it can be common to the 2 simultaneous sessions)

Some poster presenters may request a data projector, this may be easily provided (for instance, if within a university environment), or perhaps the poster presenter may be able to rent it from the conference venue.

### **Poster Boards**

Poster boards are often rented by the conference venue. It is a good idea to estimate the number that will be needed and the cost per board. Note that the cost of the board is usually the same whether you use it for 1 poster or 2 (one poster on each side of the board).

### **Hotels**

This matter is highly dependent upon the location of the conference. On occasion, all attendees have been housed in a single hotel. More often, a variety of hotels and other accommodations are offered. Distance to the conference venue is crucial. Several options, with different price ranges, within walking distance are optimal.

Some form of discounted student housing should be provided. Often, this can be negotiated with the local university (student dorms).

Rooms need to be blocked in advance (see timeline). Make sure that the fees offered by the local organizing company (if one is used) are not higher than “street” fees. Some hotels will provide extra facilities, such as small conference rooms for the committee members, etc.

### **Venues**

There are no rules regarding venues, but some suggestions may make the proposal more likely to win the votes of the attendees. If the meeting is hosted in a city, the central part of the city, close to restaurants, main attractions, etc., will be usually more attractive to voters. It is important to make sure that there is a room big enough for any plenary lectures (e.g. the Perception Lecture, which can be hosted elsewhere, if necessary/convenient/cheaper). Venues in less accessible parts of the city are possible, if they have some special attraction. The venue may cost as much as 1/5 of the budget, but may on the other hand be nearly free if provided by a university or negotiated as part of a hotel deal.

The ability of attendees to travel to the meeting should also be considered. In general, the less accessible, the fewer attendees should be expected.

### **Events**

ECVP has the tradition of integrating science, art, and culture, in a fun way. Social/cultural events are encouraged, and looked forward to!

Some of the events (science museum, art museum exhibits) allow for connecting the meeting to the general public. Events featuring some typical flavor of the city/country hosting the meeting are usually very successful (typical dances, food, etc).

You can also think of some social program for accompanying persons. This is less common, and may be left as extra cost options to the professional conference organizer (if one is used).

Who pays for the social events? Typically, there is a banquet sometime during the conference. Banquet fees are paid on advance, at the time of registration, by individuals. Fees for the opening reception (there is usually one) are usually included in the registration fee. The cost of the opening reception can be paid by a sponsor, such as the City Hall. A closing reception/cocktail can also be offered, depending on budget constraints.

Art and museum exhibits can be sponsored by local foundations/sponsors. Other activities are also possible, such as pre/post-meeting excursions, etc. In this later case, interested participants can be asked to pay a fee to cover a fraction or the whole of the costs.

Some other events that have worked well in the past were: bike rides, beach parties, boat trips, theatrical and musical events.

### **Professional organizers**

In the early days, ECVP was organized by a few volunteers, but in recent years it has become more common to make use of a professional conference organizer (PCO).

This may be a very useful investment. The professional organizer will typically take care of:

- *Facilities for setting up secretary: staff, phone, fax, networking*

- *Processing of permits*
- *Conference signage*
- *Administrative management of commercial exhibits*
- *Lodging reservations*
- *Travel reservations*
- *Renting and decorating conference venue*
- *Organizing social events*
- *Follow-up of printing services*
- *Management of rental, set-up, and control of audiovisual equipment*

The PCO may also provide the services discussed below under Registration and Abstract Processing. However, these services may also be provided by an independent agency. This has the advantage that the agency need not change from year to year, while the PCO must.

The PCO may also assist in construction of the local website, though this need not be done by a local agency and may benefit from consistency from year to year. This may also be done without too much effort by the organizing committee.

Professional organizers are not cheap. You may pay up to 1/6 of the total budget, depending on services provided, so you should shop around and compare prices/services. Important issues to take into account when choosing your professional organizer are:

- Experience with similar size/nature conferences
- Experience with international conferences
- English proficiency (read, written, spoken)
- Good references from previous customers

### **Helpers**

Some local graduate students, postdocs, etc. may help with registration, paperwork, etc, and have their conference fees waived in return. This can help cut costs.

### **Sponsors**

Sponsors are an important element of a successful ECVP. In recent years they have typically provided about half (?) of the funding for the meeting. Sponsors are typically corporations, government agencies, and foundations. Many sponsors are local, but several are either international or have a long-standing relationship with ECVP. A list below provides some examples of sponsors from recent years, along with some helpful contact information. It is highly advisable to approach potential sponsors very early in the process (see timeline). Some may have time-consuming application processes, or may operate on particular application schedules.

### **List**

This list contains sponsors who have contributed substantial amounts in the past. It omits very local sponsors who are unlikely to contribute outside their locale.

Sponsor	Years	Amounts	Contact	Notes
AT&T	2001	10,000		
IBRO (International Brain Research Organization)	2001	7,000		
EOARD	2001	6,000		Tom Troscianko
UNESCO	2001	5,000		
NASA	2001	5,000		
San Jose State University Foundation	2001	2,000	Kevin Jordan kjordan@mail.arc.nasa.gov	
Alcatel	2001	1,800		
Pion	2001	1,430	Dr Jonathan Briggs jon@pion.co.uk	Perception Lecture
CRS	2001	1,000		Exhibitor

### Suggestions

Occasionally a sponsor may be attracted by the opportunity to sponsor a special designated part of the meeting, for example a lecture, a symposium, or a social event.

### Exhibitors

Exhibitors may be an important source of revenue. Manufacturers of eye movements trackers, dedicated visual display cards, virtual reality soft- and hardware are usually ready to pay between 1500 to 3000 € fees for a space of between 7 to 9 meters square. Publishers typically offer between 500 and 700 € for an exhibiting space of about 6 meters square.

### List of exhibitors and contacts

Exhibitor	Address/Tel/email	Email / Website	Contact
Arrington Research, Inc.	Tel: +1 (480) 985-5810 Toll Free: 1-866-222-3937 Fax: +1 (425) 984-6968	<a href="mailto:katy@ArringtonResearch.com">katy@ArringtonResearch.com</a> <a href="http://www.ArringtonResearch.com">www.ArringtonResearch.com</a>	Katy, Arrington
SR Research - EyeLink	3206 Vance St. Osgoode Ontario, Canada K0A2W0	<a href="mailto:sol.simpson@eyelinkinfo.com">sol.simpson@eyelinkinfo.com</a>	Sol Simpson
S. Oliver Associates	c/o EYECOM		
EYECOM	6 rue Eugene Varlin 75010 Paris	<a href="mailto:SLACHKAR@COM6.FR">SLACHKAR@COM6.FR</a>	Mr. Stephane Lachkar
LC Technologies, Inc	tel. 703-385-7133 9455 Silver King Court Fairfax, VA 22031	<a href="mailto:nancy@eyegaze.com">nancy@eyegaze.com</a> <a href="http://www.eyegaze.com">www.eyegaze.com</a>	Nancy Cleveland Medical & Technical Coordinator
WorldViz LLC	29 West Anapamu Street 101-121 Santa Barbara, CA 93101 Phone 001-805-966-0786 Fax 001-805-685-0401	<a href="mailto:pusch@worldviz.com">pusch@worldviz.com</a> <a href="http://www.worldviz.com">www.worldviz.com</a>	Matthias Pusch
Cambridge Research Systems Ltd.	Tel: +44 (0)1634 720707 Fax: +44 (0)1634 720719	<a href="mailto:tony.carpenter@crsltd.com">tony.carpenter@crsltd.com</a> <a href="http://www.crsltd.com">http://www.crsltd.com</a>	Tony Carpenter
LAWRENCE ERLBAUM ASSOCIATES, INC.	Barley Mow Centre 10 Barley Mow Passage Chiswick London W 4 4 PH UK Tel: (44) (0) 208 994 6477 Fax: (44) (0) 208 563 1345	<a href="mailto:Margaret.Onesios@erlbaum.com">Margaret.Onesios@erlbaum.com</a> <a href="mailto:xyw50@dial.pipex.com">xyw50@dial.pipex.com</a> <a href="http://www.erlbaum.com">http://www.erlbaum.com</a>	Margaret Onesios Exhibits Coordinator Emily Wilkinson Editorial Director Lawrence Erlbaum Associates Ltd.

### Advertisers

Although it has not been common in the past, the organizer might consider soliciting advertisers whose ads would appear in the program book, and possibly the web site. This is different from sponsors and exhibitors.

## Perception Lecture

The Perception Lecture is usually the most important invited lecture of the meeting. For a number of years the publisher Pion has provided sponsorship of this lecture, in the form of an honorarium of about 1000 GBP.

The following is a list of Perception Lecturers.

Year	City	Perception Lecturer
1978	Marburg	
1979	Noordwijkerhout	
1980	Brighton	
1981	Gouvieux/Paris	
1982	Leuven	Otto-Joachim Grusser
1983	Il Ciocco	Donald McKay
1984	Cambridge	Francis Crick
1985	Peniscola	Jose Delgado
1986	Bad Nauheim	
1987	Varna	none
1988	Bristol	Bela Julesz
1989	Zichron Yaakov	Gerald Westheimer
1990	Paris	Semir Zeki
1991	Vilnius	Janusz Kulikowski
1992	Pisa	Mortimer Mishkin
1993	Edinburgh	Peter Lennie
1994	Eindhoven	TBJ Swanenburg
1995	Tubingen	Heinz Wassle
1996	Strasbourg	Stephen Grossberg
1997	Helsinki	Torsten Wiesel
1998	Oxford	Alan Cowey
1999	Trieste	Richard Gregory
2000	Groningen	Wim van de Grind
2001	Kusadasi	Horace Barlow
2002	Glasgow	Michael Morgan
2003	Paris	Patrick Cavanagh
2004	Hungary	Concetta Morrone

## Costs and Budgets

Each meeting is unique, and expenses in various categories vary widely depending on the locale, but it is essential to have some idea of the costs involved. In this section we provide some rudimentary budget data on previous meetings, and a budget template that may be useful in anticipating and enumerating your own income and expenses. We also provide an excel spreadsheet that can serve as a starting point for estimation and calculation.

### Actual budgets

The following are a few summary budgets, not necessarily entirely accurate or final, but close enough to give a sense of the magnitudes.

Paris, 2003

Travel and Accommodation			
	Number	Mean unitary cost	Total
Invited Speakers	34	914.71	31,100
Bursaries	59	334.41	19,730
Sub-total	93	546.56	50,830
Food and beverages			
	Number	Mean unitary cost	Total
Lunch	0	0	0
Coffee breaks (Persons/day) + stationery rental	3600	6.05	23716.01
Cocktail (P/jr) + Vigil	550	50.00	27851.62
Banquet subsidy (+23 invités)	300	2.49	2,012
Sub-total	4150	12.43	51,568
Organization			
	Number	Mean unitary cost	Total
Venue (fixed price; no. = jdays)	5	3000	15,000
Venu Perception lecture + video (no. = days)	0.5	516	1,032
Poster panels	70	54.55	3,819
Equipment + techn. staff	5	1024.11	5,121
Notebooks	700	2.21	1,544
Program brochure	700	1.89	1,324
Packing participant material			200
ECVP banner	1	224.61	225
Conf. Bags	700	2.99	2,195
Sticky-backed paper	45	3.08	139
Miscellaneous (envelopes + hostesses fees)			410
Badges + courier	780	1.14	1,012
Sub-total	-	-	32,019
Other services			
	Number	Mean unitary cost (or pp no. Pion)	Total
Abstracts printing (Pion)	700	204.00	15,986
Secretarial work/Sub-contractor		Fixed price	20,000
Reception - bilingual hostesses	5	384	1,920
	12	256	3,072
Web-site	1	5000	5,700

<b>Other events</b>			
Visit Palais Tokyo	600	4	2,400
Exhibition	Gallery rental		4,200
	Transport		600
	Hanging (small tools) + mails		450
	Catalogue PION		770
	600 invitation cards		304
	Catalogue layout		400
Car rental			600
Overheads			10,247
Non-paid credit cards			1,630
Sub-total			66,649
<b>Total expenses (€)</b>			<b>202,695</b>

### Income in Euros

<b>Registration</b>			
	Number	Mean unit cost	Total
Full fee - early	273	175	47,775
Full fee - late	49	240	11,760
Concession - early	125	115	14,375
Concession - late	22	160	3,520
Free Registrations (including bursaries, invited speakers and courtesy)	153	0	0
VISA charges (3%) & TVA + bank fees + paybox			-3,582
Sub-total			73,848
<b>Grants (public &amp; private institutions)</b>			
<b>SPONSORS</b>			Total
CEC			49,815
ESSILOR			8,000
EDF			2,200
Mairie de Paris			Banquet venue
Mairie de Boulogne			6,000
Féd. Aveugles de France			5,000
Soc. Neurosci Fr.			4,574
Ministère de la Défense			7,000
Ministère Ed. Nat.			1,500
SFOP			1,000
CNRS			10,000
IBRO			1,700
PION Books			Perception lecture
LPE			logistic support
INSERM			4,000
Région Ile-de-France			20,000
Exhibitors			7500
<b>Total Income (€)</b>			<b>128,289</b>

**BALANCE (€) -558**

Glasgow 2002

Category	item	€	subtotal €
Venue			
	Royal Concert Hall	24,889	
	catering	20,250	
	Audio-visual equipment	4,690	
	AV assistance during conference	6,253	
	poster boards	2,267	
			58,349
Bursaries			
	travel grants	20,322	
	Invited speaker costs	17,509	
			37,831
Communication			
	abstract printing	20,566	
	web server	6,253	
	programme book + posters	1,432	
	promotion	5,762	
	bags	305	
			34,318
Administration			
	administration	19,288	
	Insurance	2,032	
	finance account charges	1,563	
	Advertising (Nature ad)	1,563	
	Transport costs (to/from venue)	782	
			25,228
Social			
	welcome buffet		
	social invited dinner	2,407	
	Art Exhibition	1,563	
	Bus for GSC event	469	
	ECVP party	938	
			5,378
Income			
	registration	-99,658	
	sponsors (Scottish + International)	-18,681	
	grants (British + European)	-46,272	
	T-shirt sales	-1,563	
			-166,175
Contingency			
	contingency	7,816	5,000
Balance		2,745	

*Kusadasi, Turkey 2001*

Income		\$ US
	Registration	51,850
	Accompanying Persons	2,000
	Sponsors	44,027
	Subtotal	97,877
Expenses		
	Travel Grants	23,100
	Events & Facilities	59,556
	Abstract book	6,368
	Miscellany	3,000
	Subtotal	93,054
Balance		4,823

Groningen 2000

<b>Expenses</b>	<b>Florins</b>	<b>Euros</b>		
abstracts book, addressing, postage	21670	€ 9,895		
conference office	24500	€ 11,188		
two computers	7600	€ 3,470		
administrative support	6100	€ 2,785		
financial and organizational support	12600	€ 5,754		
credit card fees	6680	€ 3,050		
student helpers	4850	€ 2,215		
catering, incl. welcome party	63840	€ 29,152		
travelling costs invited speakers	1780	€ 813		
grants	8800	€ 4,018		
		€ 0		
conference dinner (invited speakers/music)	6230	€ 2,845		
logo	500	€ 228		
ECVP web site	810	€ 370		
poster boards, internet café, t-shirts	6470	€ 2,954		
beach party	6790	€ 3,101		
social programme	715	€ 326		
other expenditures	3870	€ 1,767		
university hospital hir	0	€ 0		
Total expenditure		€ 83,932		
<b>Income</b>				
Registration	number	cost	total	subtotal
early	209	€ 130	€ 27,170	
late	56	€ 160	€ 8,960	
early student	120	€ 80	€ 9,600	
late student	32	€ 110	€ 3,520	
guest	75	€ 0	€ 0	
total	492			€ 49,250
Sponsors				
for profit			€ 11,233	
non-profit			€ 27,581	
				€ 38,814
total income				€ 88,064
<b>balance</b>				€ 4,132
florins/eu	2.19			

Oxford 1998

<b>INCOME</b>	
Early Regular	£21,000
Late Regular	£13,000
Early Graduate students	£4,000
Late Graduate students	£4,000
Total	£42,000
Sponsors	
USAF	\$7,000
Wellcome Trust	£2,000
McDonnell Pew Foundation	£1,000
Pion	£2,000
Silicon Graphics	£1,500
Cambridge Research Systems	£500
Total	£11,000
Trade Stands at the Conference	£1,600
Total Income	£54,600
<b>EXPENDITURE</b>	
Secretarial, Administration, Parttime help	£7,500
Postage, telephone, stationery, Bank charges	£3,700
Abstract Book	£10,200
Programme book, posters	£1,200
Hire of Lecture Theatres including AV equipment	£8,000
Sheldonian Hire	£300
Poster Boards	£900
Complimentary coffee and tea	£5,500
Helpers at meeting	£600
Conference bags and badges	£1,200
Welcome to Oxford Guide	£350
Welcome Buffet	£4,600
Banquet wine and tickets for Keynote speakers	£950
Patrick Hughes exhibition including transport	£550
Keynote speaker honoraria	£1,400
Travel Grants - 29 participants from Eastern Europe	£7,500
Total Expenditure	£54,450

## Graphic Design

Professional and consistent graphic design enhances the reputation of the meeting, and thus the likelihood of sponsorship. Some items requiring graphic design are:

- Logo
- Website
- t-shirt (optional)
- cover of program book
- cover of abstract book
- stationary (optional)

Some solutions that have been used in the past:

- a) a member of the committee provides designs
- b) a graphic artist is hired
- c) A contest is organized (see appendix for 2005 logo contest call).

## Publicity & Press

### Publicity

Some means of advertising the meeting are:

- 1) Email lists: send call for papers to [vslist@visionscience.com](mailto:vslist@visionscience.com) and [cvnet@mail.ewind.com](mailto:cvnet@mail.ewind.com). These have a wide distribution, and are free. Advertising in vslist will also result in an entry in their list of conferences.
- 2) ECVP mailing list. Not well maintained in the past, but we hope to remedy this in the future, and allow people to subscribe/unsubscribe on-line. It may be a feature of the standard registration and abstract processing system by the time you read this.
- 3) ECVP's website
- 4) Advertising at other websites: [www.visionscience.com](http://www.visionscience.com), websites of sponsors (IBRO) others?
- 5) Advertising in journals (past experience suggests this is not very cost-effective) [As for ECVP 1990 & 2003, advertising in scientific journal did not cost us a penny]
- 6) Traditional mailing (paper). Expensive, redundant with email.
- 7) Meeting's poster (at VSS, sent to individuals and institutions by regular mail). It hasn't been done every year. It is unclear how much it helps vs. cost.
- 8) Send poster to leading individuals around world, ask them to post in department.

### Press Coverage of meeting.

This is easier to accomplish if there are some public lectures/events related to the meeting (such as the art exhibit, etc). Local TV stations and newspapers can give coverage. This is attractive to local sponsors, and may increase last-minute local registrations.

## Banking

A bank account has to be opened fairly early on to handle venues booking and early generous sponsors (see Timeline section above). There are different options on where this bank account can reside:

- (1) University: if you are dealing with a local University, they will have a finance department that will be able to open a special bank account for you for a small fee. Alternatively, you may be able to have an account within your own department if you can use the time of your local administrator.
- (2) Professional Conference Organizer (PCO): if you are dealing with a PCO, they will probably be able to open a bank account for you. However, this may inflate the meeting's budget due to VAT (since the PCO is a for-profit organization).
- (3) Any other organization: if you have contacts with a non-profit foundation or a local academic group, this could be an easy way to handle your finances.

(4) Private Account: Some organizers have opened a new business account in the name of the organization. In order to do this, a temporary non-profit organization should be created (to avoid VAT).

*What you need to worry about when you choose your bank account:*

- who can sign for the expenditures?
- can I get regular balance updates, especially in the last few months?
- can I get a detailed breakdown?
- can I access the balance online (if you want)?
- will the account holder be able to issue official receipts?
- is the account taxable, and how do I handle VAT (value added tax)?
- do I want to open a Euro account rather than a local currency account (if applicable)?

## **Insurance**

It is a good idea to consider taking an insurance against bankruptcy. There are several levels of coverage, and each country will have its own insurance system. This is not very expensive if you only buy coverage for 6-12 months (about €2,000). Glasgow in particular obtained insurance. This has not been a common practice.

## **Legal Issues**

**ECVP Trust**

**Liability**

**Signing contracts**

## **Financial aid**

ECVP has traditionally provided financial aid to needy participants. This has enabled participation by economically disadvantaged countries. In many years this aid has taken up 1/3 of the total budget. A common plan is to require those seeking aid to apply, request a specified amount, and state the justification. Applications are typically due at the same time as abstracts. Applications are reviewed by the organizing committee and some are accepted. Applicants seeking aid may be allowed to register without paying, on the understanding that they will pay or withdraw if the application is denied. If it is approved, registration fees are usually part of the award. A common award might be free registration plus several hundred Euros for travel, meals, and accommodation. The remainder should be provided only at the meeting, to prevent bogus applications. Some registration software (e.g. Ephesus) provides a module for application for financial aid.

## **Certificate of attendance**

The organizer should arrange to provide a certificate of attendance to those requesting it. This may be provided by some POCs, but can also be easily printed by the organizer.

## **Visas**

Occasionally the organizer may be asked to provide a letter of invitation to enable a participant to attend. We advise that conference organizers not become involved with requests for visas, as the requests may not be genuine and may legally entangle the organizer.

## **Business Meeting**

At some point during the meeting (usually on the last or next to last day), you must schedule and chair a business meeting. This is the only opportunity to transact the annual business of the conference. Below we enumerate the main items of business, in the order they are usually conducted.

### **Final Report**

At the business meeting, it is traditional that the organizer present a report on the meeting, summarizing information such as number of registrants and abstracts, what countries they came from, who helped with the meeting, budget,

sponsors, plans for future meetings so far as they are known, and any parting thoughts the organizer may have. We urge each organizer to convey a copy of this report in the form of a PDF document to the ECVP general website manager, where they may be made available to future organizers or the general public.

### **Next year**

The organizer of the next year's meeting provides a very brief report on plans for the meeting.

### **2 yr proposals**

The chair asks for proposals for the year after next. The chair will usually know of these proposals in advance, and will allow each proponent to make a brief (5 min max) proposal. The chair will then conduct a vote to select the site for 2 years hence.

### **3 yr proposals**

The chair invites preliminary proposals for 3 years hence. As stated elsewhere in this document, no vote is taken on these proposals.

### **Other business**

The chair may raise and ask for votes upon any other item, and may invite other members to raise items. This is an opportunity to pose questions to the attendees and to chart the future course of the meeting (though there is no organization, and hence no mechanism for enforcing any decision taken at the meeting, beyond the votes of the Business Meeting attendees.

## **Further readings**

August Epple (1997). **Organizing scientific meetings**. Cambridge University Press.

## **Appendices**

### **Letters to Sponsors**

None available at this time.

### **Call For Papers**

*Kusadasi, 2001*

First Call for Papers

# ECVP 2001 KUSADASI, TÜRKIYE

The 24<sup>th</sup> annual meeting of the European Conference on Visual Perception will be held in Kusadasi, Turkey, from August 26-30, 2001. Original abstracts are invited on all aspects of scientific research on visual perception.

### **Venue**

The venue will be the Pine Bay Resort on the Aegean coast. This facility will accommodate all conference attendees in a variety of room configurations and prices, and provides excellent conference facilities as well as an exceptional selection of recreational opportunities.

### **Perception Lecture**

The Perception Lecture, a keynote address at each year's ECVP, will be presented in 2001 by Horace Barlow.

### **Symposia**

ECVP2001 will include symposia on a broad range of topics, including:

- Integration and segregation of motion signals, a Symposium in honor of John Ross
- Visual pathways of attention
- Feature integration
- Perception of three-dimensional shape
- Vision in the digital age
- Visual representation during eye movements
- Alhazen & the history of vision & optics
- Brain imaging
- Natural images

### Events

The meeting will include a gala banquet, a reception and special lecture at the ancient theatre at Ephesus, as well as other social events of unique character. Various tours of the local region will be available during and after the meeting.

### Links

For further information on ECVP2001, visit <http://ecvp.org>. Information about PineBay and the region is available at <http://www.pinebay.com/>.

### Dates

ECVP2001	August 26-30, 2001
Registration	Jan 1
Abstracts due	March 1

### Organizing Committee

Tiziano Agostini	University of Trieste	Trieste, Italy
David Burr	Istituto de Neurofisiologia, CNR	Pisa, Italy
C.R. Cavonius	Universitaet Dortmund	Dortmund, Germany
Andrei Gorea	Laboratoire de Psychologie Experimentale	Paris, France
Mark Greenlee	Univerity of Oldenburg	Oldenburg, Germany
Ulker Keesey	University of Wisconsin	Madison Wisconsin
Michael Morgan	University College London	London
Jale Oez yurt	Univerity of Oldenburg	Oldenburg, Germany
Bulent Sankur	Bogaziçi University	Istanbul, Türkiye
Peter Thompson	University of York	York, UK
Tom Troscianko	University of Sussex	Brighton, UK
Andrew Watson	NASA	Moffett Field, CA
Qasim Zaidi	SUNY College of Optometry	New York, NY

# TÜRKIYE

## A LAND OF GREAT DIVERSITY

Turkey is a land of great culture, natural beauty, sun, sea, history, and people. It stands at the hub of the civilized world, straddling both Europe and Asia. Civilization after civilization arose on this soil, built cities, flourished, fought wars and vanished leaving landmarks everywhere. The whole Aegean coast is littered with Greek and Roman archaeological sites, some of the finest lying close to Kusadasi: Ephesus, Priene, Miletus, Didyma and Aphrodisias.

Turkey's appeal does not just lie in its rich heritage. There are warm seas, exquisite food and wonderful markets selling carpets, kilims, leatherwear, all kinds of jewelry and excellent local crafts.

But the greatest asset of Turkey is its people. The Turks are among the kindest, friendliest and most obliging people on Earth. If you have been to Turkey before you will know this is all true, if you haven't, you're in for a treat; don't miss it.

Second Call for Papers

# *ECVP 2001*

**KUSADASI, TURKEY**

<http://ecvp.org/2001/>

The 24th annual meeting of the European Conference on Visual Perception will be held in Kusadasi, Turkey, from August 26-30, 2001. Original abstracts are invited on all aspects of scientific research on visual perception.

Registration and abstract submission are now open at the conference website. Get your abstract in early and avoid the rush. Deadline for abstracts is March 15, 2001.

Room reservations at the Conference Hotel (<http://www.pinebay.com/>) can now be made online via the conference web site. To be assured of accommodation at the Conference Hotel, meeting attendees are *strongly advised to make their reservations as soon as possible*.

For all further information concerning the conference, including travel information, special lectures and symposia, special events, and travel support, please visit the conference website.

**Paris, 2003**

## **First Call**

*ECVP 2003*

**1-5 September 2003, Paris, France**

The 26th *European Conference on Visual Perception* is now open for registration and hotel booking. The Abstract submission procedure will open during the month of December (to be announced). Please check the <http://www.ecvp.org/2003/> site for further details.

## **Last Call**

*ECVP 2003*

**1-5 September 2003, Paris, France**

The abstract submission deadline is zooming in fast: March 15. Abstract submission is open on line on our web site at <http://ecvp.org/2003/>. Unless you're requesting funding assistance, to submit an abstract you must have first paid your registration.

Limited funding assistance is reserved to students or to scientists from eastern European and from developing countries. For their requests to be considered, these people must have an accepted abstract as a first author.

Until the acceptance/rejection of their abstracts, people requesting funding will be considered as if they had paid their registration. If their abstract (as a first author) is rejected and they still want to attend ECVP, they will have to pay their registration. People whose funding request is accepted and who have paid their registration will be reimbursed.

In general, people whose abstract or funding request is rejected and who have paid their registration will be reimbursed if they address a formal request to Nadine Le Moan at [nadine@icsconseils.com](mailto:nadine@icsconseils.com) before June 1<sup>st</sup>.

We strongly discourage submission of more than one abstract as a first author. Space-time limitations might bring us to reject quite a few abstracts and double first-authorship will be used as one rejection criterion.

## FAQ

The following are a few brief “frequently asked questions.”

### **How can I make use of the general ECVP website?**

Contact Beau Watson: [abwatson@mail.arc.nasa.gov](mailto:abwatson@mail.arc.nasa.gov)

### **How do I find sponsors?**

Sponsors are often connected to the country in which ECVP is organized. Inquire locally. Exceptions are US Airforce, and EC.

### **There’s no formal ECVP organization. I need one to get money, support etc.**

Despite many attempts, the ECVP business meeting attendees tend very much against setting up a permanent organization. Very often legal matters can be solved by establishing a local non-profit body/organization with legal standing just for the ECVP you are organizing. That's how we (in Groningen) did it. It removes direct legal risks and consequences from the organizers themselves.

### **Who can help me organize an ECVP?**

No one, in principle. As there’s no formal organization, you are on your own. This is both good and bad. Future organizers should be aware that organizing a meeting will cost time, whatever support others provide. There's simply too many local factors that affect each organization differently.

### **I want to organize an ECVP in 20XX. How can I get it?**

Make a proposal and present it at the next ECVP business meeting.

### **How do I decide who has to be included in the organizing committee?**

The role of the organizing committee is to help you in all the aspects of ECVP organization, therefore, you have to select a group of people that can cover all the different needs, ranging from very practical and manual tasks to public image and relationships.

### **How do I decide who has to be included in the scientific committee?**

The role of the scientific committee is to help you in organizing the scientific aspects of the Conference (organizing symposia, selecting paper/posters, editing and improving abstracts, etc.). The different local organizers of the past ECVP used different criteria to select the scientific committee; for example, in Trieste, first the abstracts were divided by main topics and then one expert for each one of these topics was named the action editor for the evaluation process: They, together with local organizers and symposia organizers, formed the scientific committee. In particular, they had to send each abstract to at least two referees and then to send back an evaluation about the global quality and the suitability for paper/poster presentation.

### **What should I do if Lothar Spillmann’abstract has been rejected?**

Call Tom Troscianko and ask for help.

### **Is there any suggested rejection rate?**

As low as possible. The ECVP philosophy is to encourage scientific exchange among young researchers and to offer an opportunity to eastern countries’ scientists to present their own work.

### **How do I choose social events?**

Since one of the ECVP main purposes is to promote cultural exchanges, try to address your choices on seasonal and traditional events of your area.

### **How do I choose the banquet?**

Try to choose local customary foods and beverages, in a special and lovely location, affordable to everybody.