Utilization of INS Ancillary Meeting Space

The International Neuropsychological Society (INS) is a **multi-disciplinary, international** organization dedicated to enhancing communication among the scientific disciplines that contribute to the understanding of brain-behavior relationships and to promoting the international and interdisciplinary study of these relationships throughout the lifespan. The Society's emphasis is on science, education, and the applications of scientific knowledge. INS holds two meetings per year that provide a venue for cognitive and clinical neuroscientists from around the world to share their research and increase their understanding of the driving forces behind cognition and behavior. As part of the contracting process for its Annual Meeting in February, INS is able to extend deeply discounted hotel room rates to those registering for the meeting and (through the INS Office) make available at no charge ancillary meeting space to other organizations. Because of increasing use of ancillary space, INS has recently changed its policies regarding the use of such space.

Polices Governing Utilization of INS Ancillary Meeting Space:

1. **All requests for use of ancillary meeting space must be submitted to the INS Office.**
2. For improved coordination, **groups wishing to host one or more meetings in ancillary space should designate a single contact person to review and submit the requests** to the INS Office.
3. INS ancillary meeting space will be made available to professional organizations and individuals officially registered for the INS meeting on a space available basis; **INS name badges must be worn when utilizing ancillary space**.
4. INS continues to welcome professional groups to schedule available ancillary meeting space for organizational and governance purposes (e.g., board meetings, committee meetings, etc.) provided that they do not conflict with the mission of INS stated above.
5. Groups may also schedule available ancillary space for social gatherings that do not conflict with INS social events or programming.
6. New for 2015, **sessions that offer programmatic but non-scientific content** (e.g., panel discussions and professional development/issue presentations) **will no longer be scheduled in INS ancillary space, but rather should be submitted online in abstract format for possible inclusion in the INS Meeting Program via the official meeting abstract submission portal.** Organizers of programmatic, non-scientific sessions should submit abstract proposals by the posted deadline and also are asked to provide notice of the submission to the INS Office, which in turn will notify the INS Program Committee. ***INS will welcome programmatic submissions that meet these important qualifications:***
   a. *The submission is internationally relevant to the broad membership of INS and offers increased awareness and knowledge not limited to North America. Submissions that simply reflect the activity of a specific national or regional organization are not appropriate for INS international meetings.*
   b. *Submissions should be not "branded" (e.g., APA's Committee on Responsible Animal Research) as they will be considered part of the INS Meeting Program.*
   c. *When possible, organizers should include speakers from outside of North America or from other disciplines as evidence of the broad importance of the content.*

September 19, 2014

Request to Schedule INS Ancillary Meeting Space:

INS is pleased to offer ancillary meeting space to registered attendees of the INS Annual Meeting in accordance with the policy above. Requests to schedule ancillary meeting space will be considered in the order they are received.

INS provides only the meeting room, tables and chairs. Applicants are responsible for the arrangement and cost of food and beverage service, A/V services, or other needs. Outside catering is not permitted. After the event is scheduled, INS will provide information for ordering any needed services from the hotel.

Please complete all fields below and email the completed form to INS@utah.edu.
INS will contact applicants before scheduling to discuss date and time availability.

Name Of Contact Person	**Contact Person E-mail Address**	**Contact Person Phone**
Name of Organization		
Description of Meeting		
Exact Title of Meeting, to be placed in INS Meeting Program (may be shortened to fit in available space)		
Duration of Meeting	**Expected Attendance**	**Room Set-Up Style—Select One:** Boardroom: Single large table & chairs, Classroom: Tables & seats facing front, Dinner: Round tables with 8 chairs each, Reception: Scattered tables with/without chairs, Theater: Chairs in rows facing front
Preferred Date and/or Approximate Time	**Will You Also Be Ordering Hotel Services (catering, A/V, etc.)?** *If yes, please describe TYPE of services:*	
Special Requests or Additional Information		

The International Neuropsychological Society (INS)
2319 South Foothill Drive, Suite 260
Salt Lake City, Utah 84109, U.S.A.

Phone: 801-487-0475
Fax: 801-487-6270
INS@utah.edu | www.the-ins.org