

EHBEA Conference Guidance Notes

Thank you for volunteering to organise an EHBEA conference. Hosting a conference is a unique opportunity for the EHBEA community to get to know your university, town and country. We hope that these guidelines will provide helpful information for conference organisers. New developments and ideas for EHBEA conferences are always welcome, but radical alterations of the EHBEA conference concept should be discussed with the EHBEA steering group.

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1. Committees

1.1 Local committee and conference team

Organising committees should consist of at least four individuals contracted to the host institution(s) for the duration of the planning and meeting stages. All should be (or should become) members of EHBEA. These individuals should plan amongst themselves the best distribution of labour, however one individual should act as primary contact for interactions with EHBEA if at all possible. Some institutions will provide an events manager as part of the room and catering bookings process although this is usually at a cost per delegate. The committee will also need, before the event, to recruit local conference teams (usually local students and post docs) who can assist in e.g. registration, directing delegates, room set up, etc .

1.2 EHBEA liaison

The primary contact for conference organisers is the Vice President. All queries in the first instance should be directed to the VP. The conference float grant will be provided by the Treasurer and the Secretary will be able to facilitate advertisements etc through the EHBEA mailing list. The organisers should also involve the Student Rep and Early Career Officer at an early stage in planning to facilitate inclusion of Student/ECR events within the programme.

1.3 Programme Committee

A programme committee will be formed to evaluate submitted abstracts. This will consist of one local organiser, one member of the EHBEA Steering Committee (typically the Vice President) and one other member of the EHBEA Committee. The three programme committee members should represent a broad range of expertise.

2. Monetary and website resources

2.1 Budget management

The organisers should aim to break even with the conference. However, any profits should be returned to EHBEA, while any losses must be absorbed by the under-writing organisation (usually the host's university). We strongly recommend that the conference organisers have a clear **agreement in writing** with the finance department of their institution about exactly how the conference finances will be managed, including that **any profits should be returned to EHBEA**. Organisers are also strongly advised to explore the option of insurance against unforeseen circumstances through the venue or host organisation.

2.2 Sponsorship

In order to help cover the conference costs, an initial priority for the organisers is to apply for sponsorship. Previously EHBEA meetings have been supported by The Galton Institute (£1000), the Wenner-Gren

Foundation (around € 8000), The British Academy (£1000), Royal Society of Edinburgh (£700), local awards (e.g. host university, national foundations), and publisher trade stands (£100-800). The Galton Institute has consistently supported the society for several years, and the Wenner-Gren Foundation has provided support every other year (e.g. for the 2013, 2015 and 2017 conferences). Springer (who host the EHBEA book series) and Royal Society publishers are often keen to send material. Norton Publishers were keen to return after EHBEA2009, and covered the cost of a wine reception. Springer has also in recent years donated a couple of hundred pounds' worth of books, which were used as prizes for best poster and best student talk. Previous conference organisers can advise on the application processes and provide examples of previous applications.

Organisers can request a 'float' from EHBEA to pay for any up-front costs (generally up to a value of €1,000) and may request financial support if essential (e.g., to supplement the costs of student attendance at the conference dinner).

2.3 Registration fees

After sponsorship, the remainder of the income must come from registration fees. These fees should be set at a level that covers the full conference costs, and a sensible plan is to project to making a small profit, in order to cover any unanticipated costs. All registration fees from previous EHBEA conferences, plus the numbers of attendees, are listed in **Appendix 1**, and a sample budget (EHBEA2009) is provided in **Appendix 2**. It can be seen that the total expenditure is usually considerable (circa £40,000), which means that particular care must be given to setting registration fees. Organisers are advised to use the previous conference rates for guidance only, and should carefully calculate the rates after a detailed consideration of anticipated costs and following discussion with the EHBEA Vice-President.

You might also consider 1-day, as well as 3-day, registration fees, although this can make the registration fee structure too complicated. The student fee rate could be extended to retired and unemployed attendees, at the organisers' discretion.

Note: As of the 2020 meeting all registrants must be members of EHBEA and should join when registering if they are not already members.

Waived registration fees. The conference organisers are **expected to provide free registration** for

- all plenary speakers (usually around 6 persons)
- the members of the EHBEA Committee, unless Committee members can cover registration fees from other costs (9 persons)
- Up to 2 of the previous year's conference organisers (1-2 persons)
- Additionally, conference registration fees can potentially be waived for journalists or student volunteers, at the discretion of the organisers.

2.4 Website, programme and registration sites

The conference website can be hosted under the EHBEA website (see the EHBEA2016 pages). You can have a main conference page with logo, date and place, and (e.g.) separate pages for the Plenary speakers, the Programme, and other practical information such as recommended accommodation or contact details of the organising committee. You may also link to professional event sites (e.g. Guidebook, free if fewer than 200 downloading users, other fully free programmes exist), which offer day-by-day programmes with links to abstracts as both web pages and downloadable apps. The *Full Programme* with talk and poster abstracts has in recent years been available mainly digitally, but you may wish to have some printed copies available

at the conference. A shorter *Programme at a Glance* with the times and locations of sessions and plenaries is good to have in printed form.

Organisers are expected to take responsibility for the online registration and abstract submission systems, e.g. Eventbrite or similar. Some of these service providers may offer to both handle the payments and display the programme online, while others are compatible with each other (eg Eventbrite and Guidebook). Thus the submitted abstracts, correspondence with delegates about talk and poster acceptance, modification of abstracts, and creation of talk sessions, can all easily be handled online.

We recommend that all plenary speeches are recorded on video and made available as live streaming or after the conference; EHBEA will build up an archive of plenary presentations. If possible, all presentations may be recorded.

2.5 Conference logo and advertising

We encourage the conference to create its own logo, to be used on advertising material, as social media profile pictures, and on the programme, dinner tickets etc. In 2015-16, Rafael Wlodarski at slidemanship.com has designed the logo to great acclaim.

The EHBEA Committee includes a Publicity & Website Officer who will help to advertise the conference, for example, by sending out conference flyers. The organizing committee may produce a conference poster including details of the dates, location, plenaries etc. The EHBEA logo can be provided.

2.6 Student bursaries and lower income countries bursaries.

EHBEA provides ten student bursaries to encourage participation by student members in the EHBEA conference. These bursaries consist of a €100 donation towards the cost of travelling to the conference and/or accommodation, and will be paid directly to the student by the EHBEA Treasurer. On the abstract submission form, organisers should ask *whether the abstract presenter is a postgraduate student/postdoctoral research/faculty, and, if the presenter is a student, the form should ask whether the student would like to be considered for a bursary*. The EHBEA Treasurer will then receive a list of bursary recipients, randomly select the winners, and inform them about winning, ask for payment details and pay the 100 pounds to provided bank account numbers.

In 2016, EHBEA also provided some bursaries to support attendants from lower income countries or in acute economic hardship (e.g. Ukraine, Greece that year). If so, the form may opt to ask of all abstract submitters whether they would like to apply for a bursary for delegates from lower income countries.

3. Conference structure

The general structure for the EHBEA conferences seeks to balance two objectives. First, EHBEA values the pluralism, sense of community and opportunity for integration that comes with a single-session structure. This formula is part of the success of the EHBEA venture to-date and consistent with the goals of the society. However, EHBEA also wishes to capitalize on the groundswell of enthusiasm for the new society, exemplified in the large number of submitted abstracts and the large number of high-quality submissions to past meetings, and recognizes that EHBEA members and prospective members wish to present their work. Accordingly, the structure of EHBEA conferences will be mainly single session, with one or two parallel sessions at the end of each day. While parallel sessions should be themed, this is not necessary in the single session where concentration is aided by a sequence of talks on different topics.

3.1 Talks

It is also important to EHBEA's objectives that the individual **talk slots** should be sufficiently long to allow for detailed presentations and substantive questions. Talk slots should be 25 or 30 minutes, including 5-10 minutes for questions. Shorter talk slots provide little opportunity for feedback and make for poorer presentations. Recently some conferences have included one or two 'lightening talk' sessions (around 7 minutes with 1-2 minutes for discussion) but these should remain the minority of talks.

3.2 Plenaries

Plenary talks are 1 hr slots, positioned strategically throughout the meeting. The timing of these can be used to ensure good attendance amongst delegates (i.e. first talk in the morning to motivate delegates to get out of bed, or the afternoon of the last day to discourage delegates from leaving the conference early). One plenary slot should be given to the winner of the **New Investigator** prize. This slot should be earlier rather than later in the programme.

3.3 Additional slots

Time should also be allocated in the programme for a **short talk about EHBEA** (at the beginning), an **AGM** (at the end) and a **conference dinner**. Registration should begin the evening before the conference starts and, if the budget allows, a welcome wine reception could be held on this evening to encourage delegates to register then. There should also be some form of event for student and/or ECR members in the programme.

Example structure

Day 1	Day 2	Day 3
8.45 – 8.55 Welcome		
8.55 – 9.05 EHBEA talk		
9.05 - 10.05 Plenary 1	9.05 – 10.05 Plenary 3	9.05 – 10.05 Plenary 4
10.05 – 10.30 1 talk	10.05 – 10.30 1 talk	10.05 – 10.30 1 talk
10.30 – 11.00 Coffee/tea	10.30 – 11.00 Coffee/tea	10.30 – 11.00 Coffee/tea
11.00 – 12.15 Session	11.00 – 12.15 Session	11.00 – 12.15 Session
12.15 – 1.35 Lunch	12.15 – 1.30 Lunch	12.15 – 1.20 Lunch
1.35 – 2.35 Plenary 2	1.35 – 2.35 New investigator	1.35 – 2.35 Plenary 5
2.35 – 3.15 Session	2.35 – 3.15 10 speed talks	2.35 – 3.15 Session
3.15 – 3.45 Coffee/tea	3.15 – 3.45 Coffee/tea	3.15 – 3.45 Coffee/tea
3.45 – 5.25 Parallel sessions	3.45 – 5.25 Parallel sessions	3.45 – 5.25 Parallel sessions
5.25 – 7.00 Wine at posters	5.25 – 7.00 Wine at posters	5.30 – 6.00 EHBEA AGM
		7.00 Conference dinner

3.4 Pre- or post-conference workshops

A pre- or post-conference workshop can sometimes provide an additional opportunity for EHBEA members to discuss a specific topic in detail. Such workshops should always add to, rather than detract from, the main conference, and its speakers are expected to also attend the main conference. They may run immediately before the conference (e.g., during the day on Sunday, if the first plenary talk is on the Sunday evening) or immediately afterwards, in collaboration with the main conference organisers. Conference organisers are not obliged to include a workshop, given the amount of work involved in organising the main conference. A clear set of responsibilities should be decided in advance; for example, while the main

conference organisers might help with booking a venue, the workshop organisers would be fully responsible for the academic content and structure of the workshop. EHBEA would particularly encourage pre-/post-conference workshops that are aimed at students and that perhaps include career development events; the workshop is ideally free for student members to attend.

3.5 EHBEA Committee Meeting

The EHBEA Committee will also meet for its annual Committee meeting the day before the conference, so it would be much appreciated if the organisers could arrange a room to be booked for approx 10 people for a 3-hour meeting during the afternoon which precedes the conference.

3.6 Student and cultural programme

Organisers may wish to provide extra activities and opportunities for student participants. Many of them may be new to the field or academic conferences, and appreciate direct interaction with other students. For instance, one lunch session can be a 'meet the professors' lunch, where students could sign up to sit at a table with one of the plenary speakers, which provides a nice opportunity for students to meet these researchers in person. Special cultural or evening activities can be designed for students. The local organisers are encouraged to plan student activities together with the EHBEA Student Representative.

4. Plenary speakers

Typically there will be 4-5 plenary speakers, depending on available funding (previous EHBEA plenaries are listed in Appendix 1), plus an additional plenary slot for the winner of the New Investigator prize. One plenary often represents the host country or university. Choice of plenary speakers must be discussed with the EHBEA Steering Committee from an early planning stage, and the EHBEA Steering Committee must give approval before invitations are sent out. Both male and female plenaries will be expected.

As far as possible, plenary speakers should represent the breadth of research areas of the EHBEA membership, including evolutionary psychology, human behavioural ecology, and cultural evolution. Plenaries from related fields, such as animal behaviour, evolutionary biology and genetics, zoology, archaeology, anthropology, and neuroscience can also be considered. The plenary slots provide an opportunity to showcase to the community the cutting-edge research going on in broadly relevant areas of science and to provide EHBEA members with the opportunity to gain new knowledge and experiences. Ideally, plenary speakers will be confirmed around one year in advance of the conference, as high-quality speakers are likely to have busy schedules. Plenary speakers should be expected to stay for the whole conference and participate actively. A template plenary invitation is provided in Appendix 3.

All costs (travel and accommodation) should be covered for all plenary speakers, including the New Investigator.

5. Abstract processing

5.1 Talk selection

Conference participants are invited to submit talks and poster presentations, as well as propose symposia to e.g. a subfield (e.g. evolutionary medicine) or event (40 years since the publication of *Sociobiology*). These should be solicited in good time (see timeline) via the EHBEA e-mailing list and conference website. Receipt of all submitted abstracts should be acknowledged. Recent EHBEA conferences have received around 150 talk and poster abstracts in total. A template with instructions for abstract submission is in **Appendix 4**.

These abstracts are then subject to rating, with each allotted a score from 1 (reject) to 5 (excellent) by three reviewers. One of these reviewers is drawn from the EHBEA steering group (usually EHBEA Vice-President), one represents the local organizing committee (e.g. lead organizer), and one is drawn from a pool of expert reviewers (e.g. EHBEA committee members). The division of work may vary, e.g. first two reviewers rate all talk abstracts, and thereby provide continuity and a broad perspective, while the third can be allocated a proportion depending upon area of expertise. Reviewers cannot rate abstracts where they are themselves involved as author, or otherwise compromised. Thus no person should rate his/her own talks, or talks of their collaborators or lab members. This initial rating process should be blind, with author names removed from abstracts, so that raters are rating only the quality of research and no other criteria. Reviewers are requested *not* to rank the talks relative to each other, and *not* to consider other criteria but rather to give absolute judgements based solely on research quality. Reviewers should also be asked to state whether the abstract would be suitable for a poster presentation should it not be allotted a talk slot.

Following the blind ratings, scores should be collated from the reviewers and the spreadsheet should be sent to the EHBEA Vice President. *The primary criterion on which talks are selected is quality of research.* However, at this second stage, balance and representation will be taken into account. For example, positive discrimination may be applied with respect to country of author, in order to encourage contributions from underrepresented regions. Exceptions may also be made on the grounds of balance (i.e. ensuring a reasonable mix of evolutionary psychology, behavioural ecology, cultural evolution and comparative perspectives), fairness (taking into account whether the author spoke at previous EHBEA meetings, whether other talks are allotted to that lab, etc.; it is not expected that someone will present at consecutive meetings), and status of presenter (ensuring a mix of postgrads, postdocs, faculty).

Based on the above criteria, a preliminary programme should be drawn up by the conference programme organizer and presented to the EHBEA steering group. A selection (circa 5) of highly ranked alternative talks should be held on a reserve list, in case speakers drop out. The EHBEA steering group may then suggest changes to the programme.

EHBEA allows the submission of symposia or panel discussion; however, each abstract must be rated on its own merits. Once all abstracts have been rated, conference organisers and steering committee can decide whether any symposia submitted have a suitable fit to the programme.

The organisers should produce the Programme in electronically available form and / or as hardcopies; see guidelines on websites and programme above.

5.2 Poster selection procedure

Submitted poster abstracts can be graded either as Accepted or Not accepted, or in the same manner as talks. While the criteria for allocation of poster slots may be less stringent than talk slots, posters should nonetheless meet a minimal standard. The number of poster presentations will be dictated largely by local capacity and has lately been around 80.

5.3 Rejection of abstracts

Outright rejection of abstracts, whether submitted for a talk or poster presentation, is permissible, but should be only reserved for those abstracts which do not meet EHBEA minimum's requirements for rigour.

6. Conference venue and dates requirements

6.1 Dates

EHBEA conferences have so far been held in March-April. In selecting the conference dates, organisers should avoid the Easter weekend, and check a sample of university academic calendars to make sure that the conference is outside of the teaching period. Please pay special attention to UK teaching periods, since half of attendees tend to come from the UK.

6.2 Venue requirements and previous conference towns

The main conference venue should be big enough to host 200-230 people. One main hall and one adjacent (smaller) hall for parallel sessions are needed. In addition to required technological support, sites of architectural beauty are appreciated. Opportunities to serve coffee/tea and lunches close to the halls are appreciated. If possible, 2-3 small adjacent spaces to be used by delegates for small meetings and / or by the student volunteers are useful to book. Wifi-access should be provided free to participants.

6.3 Poster and book displays

Exactly how posters are displayed will depend on the local venue. It is important that the poster display is not too crowded, and that a specific time is allocated in the programme for at least one poster session (e.g. an evening session with wine). Posters are usually left on display throughout the conference. Poster abstracts and / or posters as pdfs should be included in the conference full programme.

Relevant publishers should be contacted in advance and invited to set up a stall, or send material for a book display. The organizers should ensure that any books written or edited by the plenary speakers are on display. Other material (e.g. other books, flyers for relevant journals, masters courses) may also be placed on display.

7. Best Student Presentation and Best Poster awards

The conference organisers provide awards to the best student presentation and the best poster presentation. These awards will usually consist of free registration at the next EHBEA conference (thus always tapping into the budget of the following organiser) plus books, possibly donated by any publisher attending the conference. Conferences should thus allow delegates to vote for the best student presentation and poster prizes. Voting has usually been conducted on paper and the votes cast in provided cardboard boxes.

As student talks that are in parallel sessions could be disadvantaged, all student talks could be placed in parallel sessions when organising the programme, or the votes for those talks could be weighted relative to those in single sessions. Note that there should be **sufficient time to count the votes** in order to decide on the student presentation winner before the closing remarks (e.g. either have a short break before the closing remarks or avoid scheduling student presentations in the final session of the conference).

The prize winners should be announced during the final day of the conference, and the names of the winners should be emailed to the EHBEA Secretary for inclusion on the EHBEA website.

8. Conference feedback

A feedback form should be included in the conference programme (a template is in **Appendix 5**) for use in organising future conferences; alternatively feedback may be collected online (e.g. through the site handling conference registrations and abstracts). If collected on paper, a box for collecting these feedback sheets anonymously should be provided during the conference and the sheets should be given to the EHBEA Membership Secretary for collation.

We have solicited feedback from delegates at previous conferences, which future organisers may wish to consider. Of particular note have been a number of positive comments relating to food and hospitality – clearly something delegates value. Non-alcoholic drinks should be made available at all wine receptions, and information on lunch venues (if not included in conference fee) should also be made available. Organisers should consider providing or making information available on childcare facilities, and perhaps providing a mechanism by which such delegates may contact one another to arrange childcare themselves.

9. After the conference

9.1 Conference report for the EHBEA newsletter

The organisers should ask an independent EHBEA member to write a short report of the conference for the EHBEA newsletter. The report should be a maximum of **800 words** and should provide an engaging, informative and personal commentary on the highlights of the conference (e.g., avoid simply providing a list of all of the sessions and talks). The author should send a draft of the report to the EHBEA secretary (ehbea.secretary@googlemail.com) within one month of the conference.

9.2 Dealing with complaints

Any complaints received during or after the conference should be referred to members of the Steering Committee.

9.3 Post-conference report form

After the conference, we ask the organisers to complete a report form (Appendix 6), so that the committee can see the final budget. The information is kept securely on file and is helpful for future organisers.

10. Timeline

We recommend that the organizers adhere to the following timeline:

Circa 1,5-2 years before the conference: location selected by EHBEA committee.

Circa 1,5-1 year before: Dates set. Local organising committee formed, division of work discussed. Venues booked for conference and conference dinner. Plenary speakers discussed with the EHBEA Steering Group and invited.

Circa 1 year before: Preliminary budget prepared. Sponsorship applications written and submitted. Plenary speakers confirmed (ideally in time to be announced at the previous year's meeting). Conference logo created. Professional conference services or website event organisers contracted, if needed. Agreement in writing with the finance department of the hosting institution about management of conference finances. Local committee to hold monthly meetings, sending progress reports to EHBEA steering group. Possibility of accommodation for delegates through university halls of residence investigated, and if appropriate booked, or price reductions negotiated with local hotels.

Circa 9 months before: Conference account set up, aligned to e-commerce website payments. Advertising fliers / posters produced and distributed. Fliers put in delegates packs at relevant meetings (e.g. HBES, ISHE), conference announced on relevant websites, societies lists, mailings and social media. Conference website launched, Facebook & Twitter accounts created.

Circa 7 months before. Registration fees set. Accommodation booked for plenary speakers. Publishers contacted regarding book displays.

Circa 6 months before: Conference website open to early registration and abstract submission. E-mails sent to EHBEA mailing list inviting submissions, followed by reminders at 3 weeks prior and at one week prior to deadline. Poster boards ordered. Conference assistants (e.g. student volunteers) recruited.

Circa 4 months before: Abstract submission deadline.

Between 2- 3 months before: Talk and poster selection procedure.

Circa 2 months before: Programme finalized. Speakers notified and asked to confirm. Poster presenters notified and asked to confirm. Possible changes to abstracts of accepted posters and talks required by certain date. All presenters reminded to register.

Circa 1.5 months: End of early registration.

Circa 1 month. Abstract and programme booklet prepared and made available online. Conference dinner menu and wines selected (also catering for dietary requirements).

Circa 2 weeks. Badges, bags, tickets, maps and material for delegate packs produced/collected. Photographer arranged and photo display page arranged. Possible video recording and/ or live streaming. Web access for delegates during conference arranged. Airport pick-ups arranged for plenaries.

Appendices**Appendix 1: Previous registration fees**

(M = EHBEA member, Non-M = not a EHBEA member)

Year	Place		Early rates				Late rates				Organisers
			Student M	Student non-M	Full M	Full Non-M	Student M	Student non-M	Full M	Full Non-M	
2009	St Andrews	Fees £ (N)	60 74	100	120 85	175	90 22	130	160 29	220	
2010	Wroclaw	Fees € (N)	110	120	180	220	140	170	230	300	
2011	Giessen	Fees € (N)									
2012	Durham	Fees £ (N)	60 76	105 1	160 58	220 2	90 28	135 4	200 24	260 3	
2013	Amsterdam	Fees € (N)	80	105	200	260	130	170	260	340	
2014	Bristol	Fees £ (N)	110 69	150 22	210 63	250 14	150 3	185 2	250 5	290 2	130 1
2015	Helsinki	Fees € (N) cost	100 42 4200	150 35 5250	200 32 6400	280 30 8400	150 10 1500	200 4 800	280 7 1960	340 15 5100	30 14 420
2017	London LSHTM	Fees £									
2017	Paris	Fees €	85	150	170	250	125	200	240	300	

Appendix 2: Example budgets**(a) based on Helsinki 2015)***Example budget*

Expenditure	€	Income	
Plenarists travel + accommodation	9650	Conference fee	22000
Website maintenance & programme layout	4800	Conference dinner	3900
Conference services, registration website.	1500	Galton Institute	1200
		Wenner Gren	
Venue	3000	foundation	8050
Printed posters etc	500	Otto A Malm	4000
Cultural programme	2000	City of Helsinki	2000
Lunches	10400	KONE foundation	5300
		TSV Science	
Coffee+tea breaks	6600	foundation	4000
Conference dinner	9000		
Additional expenses	1000		
Two receptions	2000		
<u>TOTAL</u>	<u>50450</u>	<u>TOTAL</u>	<u>50450</u>

(b) based on St Andrews 2009

<i>Item</i>	<i>Amount</i>
<p>All speakers's travel costs</p> <p>Boyd, Silk: Los Angles -> London rtn @£712 + London -> Edinburgh rtn @£130 +Ed->St A taxis @£130 = £972 each</p> <p>Feldman: San Francisco -> London rtn + London -> Edinburgh rtn @£130 +Ed->St A taxis = \$1204.34 = £823.38</p> <p>Curtis: London -> Edinburgh rtn @£130 +Ed->St A taxis @£130 + additional local travel@40= £162.93</p> <p>Lillicrap: Canada -> UK, estimate £1114</p>	£4044.31 ⁵
<p>All catering/accommodation costs</p> <p>Accommodation for 3 speakers, 2 former conference organizers, 3 EHBEA steering group members, tournament winner = £2310</p> <p>Feldman 2 nights @£120/night=£240 (at Russacks)</p> <p>Conference dinner costs for 1 plenary speaker and 3 steering committee, 1 tournament winner 5@ £30=£150</p>	£2700
<p>Conference services: Room/equipment/lunch hire</p> <p>Conference services combined rate for venue, room and equipment hire, AV technician, teas & coffees, lunch = £111 per delegate (for 194 delegates) 16 Locals = £78</p>	£22,782

Administration, printing and publicity (including conference packs) Posters = £126 E-commerce charges = 2% of c. £24775= £495 Delegates bags =£654 Delegate pens = £160 Booklets = £669 maps – admissions Name badges, other stationary = £143	£2247
Receptions/entertainment Conference dinners 130@£29 Receptions (drinks and snacks) 2 @ £800, 1@£180 Ceilidh = £285 Piper = £75	£5,910
Other (please specify) Additional poster board hire 16@£17=£272 car hire 3@£67/3day+1@£20/day/3days=£300 + Petrol @£100 Flowers c. £20 Janitor hire @ £104 Conference dinners for volunteers 4@£30	£916
Total expenditure of full conference	£38,599.31

(b) Income

<i>Item</i>	<i>Amount</i>
Conference fees	
Total income from delegate fees (not including EHBEA membership fees)	£ 22,228.5
Conference dinner income 130@£30	£3,900
Grants from other sources	
Additional (Aunger, Bereckei @£190)	£12,470.81
The Galton Institute; £1000.	
Royal Society of Edinburgh; £700	
Trade stand; £800	
EHBE carry-over from previous conference; £2730	
EU Cultaptation Grant; £6,860.81	
Total income	£38,599.31

Appendix 3a: Template invitation for plenary speakers

Dear Prof. X

The *European Human Behaviour and Evolution Association* 201X meeting will take place in Wroclaw, Poland, on March 25-27 2010, organized by Prof. Boguslaw Pawlowski, and we would be honoured if you would agree to give a plenary address. This will be the second meeting of the new EHBEA, following a series of successful conferences over the last few years. Interest in EHBEA has steadily grown, with its distinctive emphasis on breadth of perspective, pluralism in approach and critical evaluation (www.ehbea.com).

We would be happy if you would agree to speak on any aspect of your evolutionary psychology research, which would be of great interest to this audience. We plan three days of talks and anticipate an audience of 150+, drawn from several European countries. Naturally, we would cover your travel and accommodation expenses. Wroclaw is a charming old town, with wonderful traditional architecture, cobbled streets, canals etc. We hope very much that you will consent to speak to us. Plenarists are expected to stay for the duration of the conference and actively participate in other plenaries and sessions. I hope to see you in Poland.

Best wishes, Y

Appendix 3b: Previous conference towns and plenaries

Pre-EHBEA meetings (plenaries = 2 females, 6 males):

2006, London School of Economics (LSE), UK – no plenaries

2007, LSE, UK – Ruth Mace, Daniel Nettle, Robin Dunbar, Kevin Laland

2008, Montpellier, France – Magnus Enquist, Virpii Lummaa, Mark Flinn, Viren Swami

EHBEA conferences (plenaries = 11 females, 24 males; New Investigators = 1 female, 4 males):

2009, St Andrews, UK – Robert Boyd, Val Curtis, Markus Feldman, Joan Silk

2010, Wroclaw, Poland – Daniel Fessler, Eckart Voland, Stephen Shennan, Ernst Fehr, Josep Call and Alexandra Alvergne (EHBEA New Investigator)

2011, Giessen, Germany – Kim Hill, Carel van Schaik, Karl Grammer, Peter Richerson, Manfred Milinski and Thom Scott-Phillips (EHBEA New Investigator)

2012, Durham, UK – Leslie Aiello, Monique Borgerhoff Mulder, Simon Kirby, Hanna Kokko, Ian Penton-Voak, Andrew Whiten and Pontus Strimling (EHBEA New Investigator)

2013, Amsterdam, Netherlands - Bram Buunk, Simon Gaechter, Kristen Hawkes, Joe Henrich, Celia Heyes and David Lawson (EHBEA New Investigator)

2014, Bristol, UK – Russell Gray, Annette Karmiloff-Smith, Martie Haselton, Daniel Hruschka, Samir Okasha and Willem Frankenhuis (EHBEA New Investigator)

2015, Helsinki, Finland – Melissa Hines, Chris Kuzawa, Wil Roebroeks, Oliver Schülke, Beverly Strassmann and Gert Stulp (EHBEA New Investigator)

2016, London LSHTM, UK – Louise Barrett, Jonathan Welsh, Jens Krause, Ron Lee, Grazyna Jasienska and Olivier Morin (New Investigator),

2017, Paris, France –Melissa Bateson, Rebecca Bliege-Bird, Johannes Krause, Friederike Range, Dan Sperber, and Urszula Marcinkowska (New Investigator)

Appendix 4: Template for abstract submission instructions

Please inform about *criteria for abstract submission (word count and structure)* on the web page before participants enter the abstract submission portal.

Abstract submission

Abstract submission will open on **15 October 20XX** with a deadline on **31 December 20xx**.

Each participant can submit **only one abstract** of which he/she is the first author for either oral or poster presentation. Abstracts should not exceed **300 words** including title, author names and affiliations.

Abstracts should be written in English. Text should be organized into five sections: **Title, Objective, Methods, Results and Conclusions**, all of which should be clearly labelled in the abstract text. The work presented should be a completed piece of research, not provisional results. Drawings, graphs and photographs should not be included in the abstract. Please also state the preferred form of presentation (oral or poster).

We welcome suggestions for **symposia** at the conference. If abstracts submitted are intended to be part of a symposium, the name of this special session and the session organiser should be clearly stated on the abstract. All abstracts will, however, be independently reviewed and assessed on their own merits, and we may choose to accept individual abstracts rather than the entire session.

Abstracts will be blind reviewed by **3 referees** including one representative of the EHBEA Steering Committee, one member of the Local Organizing Committee, and one academic drawn from a pool of expert reviewers. Based upon the three recommendations, the Organizing Committee will accept or reject the presentation. Accepted abstracts will be arranged into sessions by the committee. Proposals who are not accepted as talks may be suggested a poster place.

Information about the status of the abstract will be emailed to its first author.

Appendix 5: Template conference feedback form**5th European Human Behaviour and Evolution Association Conference, Wroclaw, 2010**

Please **give us feedback** by listing a few things you like and a few things you would alter. This information will be used in planning the next EHBEA conferences.

This conference has been excellent average disappointing

The general quality of plenaries was excellent average disappointing

In the future,

the length of talks should be shorter longer unchanged
the number of parallel sessions

should be increased reduced unchanged

the number of posters should be increased reduced unchanged

Other impressions and suggestions:

😊	✂

Thanks!

EHBEA Committee

Appendix 6: EHBEA post-conference report form**CONFERENCE LOCATION AND DATES:****ORGANISERS:**

Please complete this form as soon as possible after the conference and return to the EHBEA Vice-President. The information will be reviewed by the EHBEA Steering Committee and will be used to help future meetings organisers. Many thanks for your cooperation.

EXPENDITURE

Item	Unit cost	Number	Total cost
[Examples in red] Room hire			
Speaker expenses			
Refreshments			
Poster boards			
TOTAL EXPENDITURE			

INCOME

Sponsorship	Income
Galton Institute, London	
TOTAL SPONSORSHIP	

Registration fees	Income
Advance registrations	
On-the-door registrations	

Dinner tickets	
TOTAL REGISTRATION	

Breakdown of registrations

ON-LINE REGISTRATIONS	Fee per person	Number	Fee income
Student member			
Full/associate member			
REGISTRATIONS ON THE DOOR			
Student member			
Full/associate member			
		TOTAL	

SUMMARY

Total	
Income (sponsorship plus registration fees)	
Expenditure	
BALANCE	

Any comments for the EBHEA Steering Committee or future organisers: