

The **NSERC Canadian Network for Aquatic Ecosystem Services**
5th Annual Meeting & Workshop will be held at the
University of Toronto on
April 26 - 28, 2017



The Annual Meeting provides an excellent opportunity for networking and information sharing among Network members from across Canada. All Network co-investigators, collaborators, partners, students and post-doctoral researchers are required to attend.

The Meeting will facilitate the exchange of project ideas within and across research themes, promote discussion of the various approaches being considered in different regions, and will aim to enhance collaboration amongst researchers and partners. Highly-Qualified Personnel (HQP) will present their work to other Network members. As this is the 5th and final Annual Meeting, it will also be an opportunity to celebrate the accomplishments of CNAES from 2012 – 2017.

Questions?

Contact Jenn Robinson, Network Manager
t. 1-416-946-7222; e. cnaes.manager@utoronto.ca

Logistical information is provided below.

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UNIVERSITY OF
TORONTO



1. Location

The Meeting will be held at the **University of Toronto**:

Koffler House

569 Spadina Crescent
Toronto, Ontario
M5S 2J7

All sessions will be held in Koffler House. The Poster Session will be held at the Faculty Club, and the Network Dinner will be held at Hart House. Accessible entrances and accessible washrooms are available in each building. Parking will be available nearby. Room numbers and detailed directions will be included in the final meeting program.

2. Agenda

The agenda will be finalized a few weeks before the meeting. A tentative agenda is posted on the CNAES website: <http://www.cnaes.ca/cnaes-5th-annual-meeting-workshop/>

The general schedule will be as follows (times are approximate):

- **Annual Meeting Day 1: Wednesday, April 26, 2017 from 9:00am – 6:00 pm**
- **Annual Meeting Day 2: Thursday, April 27, 2017 from 9:00am – 5pm, followed by the Network Dinner from 7:00pm – 10:00pm**
- **CNAES Workshop* (members only): Friday April 28, 2017 from 9:00am – 3:00pm**

Scheduled sessions during the Annual Meeting include, but are not limited to:

- Keynote talks and presentations, showcasing CNAES research
- “Lightning Talks” presented by all CNAES students and Post-doctoral researchers (current and alumni)
- Poster Session during the afternoon of Wednesday April 26th
- Network Dinner on Thursday April 27th
- Networking & collaboration opportunities within and across Themes

**More information regarding the CNAES Workshop will be circulated closer to the date. Please note that this is a ‘business workshop’ and it is open to CNAES members only. All CNAES members are expected to attend so please plan your travel accordingly.*

3. Registration, Fees, & Deadlines

Pre-registration is required.

HQP Registration Deadline and Preferred Hotel Rate Deadline: **March 26th, 11:59pm EST**

Abstract submission Deadline: **April 2nd, 11:59pm EST**

Final Registration Deadline: **April 12th, 11:59 pm EST**

[Click here to register now!](#)

Annual Meeting Fees:

	NSERC CNAES Members <i>(including HQP, Co- investigators, Collaborators & Partners, Board members)</i> & Invited Speakers	Non-members
Meeting Fee <i>Includes:</i> <ul style="list-style-type: none">• Access to all scheduled sessions on April 26-27• Lunch and coffee breaks on both days. Dinner on April 27th.	\$0	\$100.00 (CAD)

Payment is due upon arrival on April 26th when checking in at the Information Desk.
Cash or cheque only. Canadian funds only. Please make cheques payable to the “University of Toronto”.

4. Hotel Accommodation

Chelsea Hotel Toronto

33 Gerrard Street West

Toronto, Ontario

M5G 1Z4

A block of rooms with a preferred rate have been arranged at the **Chelsea Hotel**. The hotel is located within walking distance (15-20 minutes) to Koffler House at the University of Toronto. Detailed directions to campus will be provided in the final program.

The preferred rate is **\$139.00 + taxes** for a standard room (single/double occupancy). All rooms have high-speed internet, access to the exercise facilities, pool, and business center. Food and drink are available for purchase on the main floor. A full list of amenities can be viewed [here](#).

Accessible entrances and accessible rooms are available. Please inform the hotel staff of your needs when you make your reservation so that they can arrange for the appropriate accommodations. A map and detailed directions to the Chelsea Hotel can be found here: <http://www.chelseatoronto.com/en/maps-and-directions>

Individuals are responsible for making their own reservations, on a first-come first-served basis. *Note: All CNAES graduate students and Post-doctoral Fellows (HQP) must make their reservation through Jenn Robinson, Network Manager. Refer to the 'HQP Travel Costs & Reimbursement' document for details: <http://www.cnaes.ca/cnaes-5th-annual-meeting-workshop/>*

How to book a room:

Booking Online Using Your Private Booking Link:

<https://gc.synxis.com/rez.aspx?Hotel=59052&Chain=10316&start=availresults&arrive=4/25/2017&depart=4/28/2017&adult=1&child=0&group=CNA240417>

OR

Call the hotel directly, toll free 1-800-CHELSEA (243-5732) or 416-595-1975. as part of the **“CNAES Research Group - Courtesy Rate”** and call prior to the cut-off date of **March 26th** to take advantage of your discounted rate.

A credit card will be required to confirm the reservation.

5. Meals

Lunch and coffee breaks will be provided during the meeting and workshop. Dinner will be provided on April 27th. Please indicate any dietary restrictions on your registration form. We will do our best to accommodate you.

6. Accommodations - Accessibility

If you have an accommodation need due to a disability, please describe this need on your registration form or email your request directly to Jenn Robinson cnaes.manager@utoronto.ca.

Accommodation requests must be submitted no later than April 12th, 2017. We will do our best to make the appropriate arrangements for you.

7. Reimbursement for hotel, travel and meal costs

Please ensure that all of your travel expenses are eligible under both the NSERC's "Travel and Subsistence Costs" policy: <http://www.nserc-crsng.gc.ca/Professors-Professeurs/FinancialAdminGuide-GuideAdminFinancier/FundsUse-UtilisationSubventions_eng.asp> **and your institution's travel expenses policy** (for example, the University of Toronto's "Travel & Other Reimbursable Expenses Policies & Guidelines" <<http://www.finance.utoronto.ca/gtfm/travel/policy.htm>>). **Anyone being reimbursed through CNAES central funds must adhere to the University of Toronto guidelines.**

Please see the guidelines below to determine if you are eligible to submit an expense claim:

CNAES Co-investigators, Collaborators, and Partners:

You are responsible for covering your hotel and travel costs. Co-investigators should speak to their Project Leader or Theme Leader for reimbursement options, if available. Collaborators and Partners are responsible for their own costs, as per NSERC regulations.

CNAES HQP:

Your hotel costs will be covered directly by the CNAES Administration by booking your room through Jenn Robinson. Your travel costs will be reimbursed post-meeting. You will also be eligible for reimbursement of some meal costs. Detailed instructions and a list of eligible expenses can be found on the CNAES website in the document 'HQP Travel Costs & Reimbursement': <http://www.cnaes.ca/cnaes-5th-annual-meeting-workshop/>

Invited Speakers and CNAES Board members:

Your hotel and travel costs will be reimbursed by the CNAES Administration post-meeting, unless other arrangements have been made. You will be eligible for the reimbursement of some meal costs not covered directly during the meeting.

Non-members:

You are responsible for covering your hotel and travel costs (including meals and transportation).