

**CANADIAN NUCLEAR ASSOCIATION  
CANADIAN NUCLEAR SOCIETY**

**ANNUAL STUDENT CONFERENCE**

**Guidelines for Conference Organization**

**1. Purpose of the Annual Student Conference**

The goal of the CNA/CNS Annual Student Conference is to serve as a forum for the exchange of technical information between the undergraduate and graduate students, their professors and representatives from the nuclear industry by means of oral (and/or poster) presentations of research carried out by the students. In addition, the Annual conference aims at establishing contacts between students from colleges and universities across Canada, and between the students, their professors and the representatives from the industry attending the conference. Finally, both the CNA and the CNS take advantage of the Conference to make themselves better known to the students and to make them aware of the various services both societies offer to their members.

**2. Past Conferences**

At the time of this writing (November 1998), there have been 23 Conferences held so far, in the following universities:

1976 : Royal Military College, Kingston, Ontario  
1977 : Ecole Polytechnique, Montréal, Québec  
1978 : University of Toronto, Toronto, Ontario  
1979 : University of Ottawa/Carleton University, Ottawa, Ontario  
1980 : University of Manitoba, Winnipeg, Manitoba  
1981 : Royal Military College, Kingston, Ontario  
1982 : Ecole Polytechnique, Montréal, Québec  
1983 : Trent University, Peterborough, Ontario  
1984 : McMaster University, Hamilton, Ontario  
1985 : University of Toronto, Toronto, Ontario  
1986 : University of New Brunswick, Fredericton, New Brunswick  
1987 : University of Ottawa/Carleton University, Ottawa, Ontario  
1988 : Ecole Polytechnique, Montréal, Québec  
1989 : University of Manitoba, Winnipeg, Manitoba

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1997 : University of New Brunswick, Fredericton, New Brunswick  
1998 : Royal Military College, Kingston, Ontario  
1999 : Trent University, Peterborough, Ontario  
2000 : McMaster University, Hamilton, Ontario  
2001 : Embedded with CNS Annual Conference, Toronto, ON (Organized by Royal Military College of Canada)

### **3. Coordination of the CNA/CNS Annual Student Conference**

This Conference is sponsored by the Education and Manpower (later Education and Human Resources) Committee of the Canadian Nuclear Association since the start. The Conference is then co-sponsored (as Class B - financial commitment) by the CNS from about 1983 up to now. Dr. Hugues W. Bonin coordinates the conferences since the early 1980s, trying to ensure that no universities are left out and that a reasonable length of time elapses between the hosting of the conference by the same university. However, as the past history shows, there has been occurrences when at a given year, an university did not have the resources to host the conference, and other times when some universities found the resources and asked for hosting the Conferences ahead of time.

In addition to the selection of the host, Dr. Bonin ensures that the proposed venue for the next conference(s) is formally accepted by the Canadian Nuclear Association Board of Directors and by the Canadian Nuclear Society Council. He also serves as contact person between the organizers of the Conference and the executives of both Societies, and for answering questions from the organizers.

### **4. Organization**

The hosting of an Annual Student Conference is in no way restricted to the universities mentioned above. Any Canadian university may submit a proposal to both the CNA and the CNS. In some years when no universities proposed themselves , Dr. Bonin contacted some of the universities having hosted the Conference a long time ago and did not have any difficulty in finding a host.

Financially, the CNA has budgeted in recent years an amount of \$5000. , and the CNS \$1500., toward the Annual Student Conference. (Note that these amounts have been increased

for the 1995 Conference to \$6,000. and \$2,500. These figures are subject to change according to the finances of both Societies and to inflation.

Upon approval by the d CNA and the CNS of a conference budget prepared by the organizers of the conference, a cheque from the CNA/CNS is deposited in the bank account opened for the conference. These financial arrangements do not preclude obtaining additional support from other organizations, notably from the Canadian nuclear industry and the CNS local branches. Additional co-sponsorship from other learned societies is subject to approval by both the CNA and the CNS.

Usually, the expenses include one night's accommodation for the out-of-town students. In addition, if the total expenses are less than the budgeted sum of money, the difference is shared as refund of travel costs, at the discretion of the conference organizers. A common practice has been to try to refund as much as possible the travel costs for the students coming from the farthest universities. Usually, there are no registration fees for anyone.

The organizers are given as much freedom as possible to set up the conference. Most make use of university facilities as much as possible, thus minimizing the costs. Sometimes hotel facilities are necessary. Of course, the number of sessions depends on the contribution from the students. Usually, plenary sessions are sufficient, avoiding the need for parallel sessions. In view of the nature of the conference, that is to permit the student to communicate technical knowledge, the contributed papers are not peer-reviewed. A recent tradition has been to have a contest for the best graduate and the best under-graduate papers, with the winners earning \$250. and a certificate each, and in some cases, having their paper published in the CNS Bulletin. (The CNS head office provides the blank forms for the certificates: please contact Mr. Ken Smith).

## **5. Timing and procedures**

In the past, the Annual Student Conferences were held in late March, on a Friday afternoon, and all-day the following Saturday. Often, there was an industrial visit on the Saturday or even the following Sunday, to a nearby nuclear facility or laboratory. However, if the late March time presents several drawbacks, it remains nevertheless a good compromise.

Following the late March scenario, the "Call for Papers" was typically issued in the previous November, with a deadline for sending the "Notice of Intent" back set for late January. For the students presenting papers, the Abstract were due either with the "Notice of Intent", or a few weeks later. These were made available to the participants, bound in a book containing the Conference program and known as the "Transactions" of the Conference. The full papers are usually due at the Conference itself, and they are published as the Conference "Proceedings" within a few months after the Conference, and mailed to each participant. Some copies are available for sale at the CNA head office. It was noted

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recently that some students have been submitting their papers with the names of their supervisors appearing as co-authors. Since now there are usually competitions for best papers, it would be fair to request that the students' papers bear the names of the students only, since the presence of the

supervisors' names indicate that they had a definite contribution in the writing of the paper which is impossible to assess fairly in the judging of the papers.

Incidentally, the printing plates for the covers for both the "Transactions" and the "Proceedings" are passed from one Conference organizer to the next, along with other information, such as a statement of the expenses and the list of contact professors and addresses where to send the "Call for Papers" and the Conference Announcements. With the change in printing technology, the original plates for the covers, bearing stylized "N"s, are no longer useful, and printing small numbers of covers at a time is costly. It should be a good time for the CNA/CNS head office to have a large supply of covers made and available to future Student Conference organizers.

Usually, the Conferences feature a dinner and a luncheon, one sponsored by the CNA and the other one by the CNS. In addition to a keynote speaker at this dinner and luncheon, representatives from the CNA and the CNS, preferably the Chairman and the President, entertain the audience on the purpose and merits of their respective organizations. This is a good time for the CNS to recruit new members. The Conference usually has an informal get-together evening, and this, with the two meals, allow the students to know each other, and it is also a good time for representatives from the industry to interact with the students. A good way to involve people from the industry has been lately to involve, when possible, the local branches of the CNS in the organization of the Conference.

The best paper jury, if such a contest is held, is usually made of professors and representatives from the industry attending most of the conference. The selection criteria are established by the organizers of the Conference. It is advisable that the jury be made of an odd number of members.

After the Conference, when all the costs are known, a final financial report must be submitted to the Chief administrator of the CNA/CNS head office by the Conference organizers. In 1998, the Treasurer of the CNS requested that the GST paid on all expenses be reported separately, as the CNS can be refunded for all or part of the GST paid.

## **6 Conclusions**

Organizing an Annual Student Conference is not that difficult, as there are resources available from both the CNA and the CNS. For example, the Head office can take care of the registrations if needed. Also, the organizers may consult "The Canadian Nuclear Society Conference Planning Manual" (by S. R. Lawrence and W. I. Midvidy), for all the details not covered in this manual. This is available from the CNS.

In addition to sending out the "Call for Papers", a good advise is to remind key professors at most universities, either by phone or FAX (and/or E-Mail), of the up-coming deadline for

submitting the "Notices of Intent" and convincing their students to submit papers. This is usually done about 2 weeks before the deadline, and it works well.

Most participants if not all have kept excellent memories from past Student Conferences and agree that this is a worthy event indeed. It is to be hoped that this tradition will continue for many years.

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**P.S.** Starting in 2001, the CNS-CNA Annual Student Conference is embedded within the Annual Conference of the Canadian Nuclear Society, held usually in Toronto in early June. In 2002, it was agreed to continue with this format, but the rotation among the several universities for the organization of the Student Conference will be maintained as in the past. This way, students of the various universities may be put to contribution in the organization of the Student Conference which now is much simpler since the CNS Annual Conference Organizing Committee looks after most of the details of the organization (such as the production of the Proceedings).

**REVISED August 2001**

***Canadian Nuclear Association  
Canadian Nuclear Society***

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**GUIDELINES FOR  
CONFERENCE  
ORGANIZATION**

**HUGUES W. BONIN**