

## **GUIDELINES FOR AN ANNUAL RDC CONFERENCE**

**(Revised August 2009)**

1. The Conference should be identified as an RDC National Network Conference, hosted by a specific RDC
2. Funding will be available from the RDC Network to host the conference. (\$10,000 per year was provided between 2003 and 2005. \$15,000 was provided from 2006 to 2009. Efforts are being made to increase this funding effective 2010.
  - Efforts should be made to attract matching funds from the host university.
  - Government agencies (Federal, Provincial and/or Municipal) which would have an interest in the topic of the conference should be approached for funding.
  - Students, academic presenters and policymakers will have access to travel funds in that order.
  - Students have access to both travel and accommodation.
3. The cost of the conferences in the recent past has been in the range of \$50,000 to \$70,000.
4. Serious efforts should be made to involve prominent policy makers, both Federal and Provincial, as well as Directors of policy oriented Research Institutes. They could be speakers, panel members, and might even be consulted for topics.
5. The topics should be substantive and focused enough to attract policy makers to stay for the whole conference. They are to be based on data analysis done through RDCs, with perhaps some focus on specific data sets.
6. The location of the Conference should move around the country to areas where there are RDCs, with perhaps the addition of Ottawa.
7. Conference locales and topics should be decided at the CRDCN meetings at least one year, possibly two years in advance
8. Efforts should be encouraged to publish the papers.
9. A Report of the Conference is to be sent to Executive Director of the CRDCN within three months of the Conference. All funders of the Conference are to receive a copy of the report.
10. The RDC that is preparing to host the Annual RDC Conference should keep in mind the information that is to be submitted in the report of the Conference to the Executive Director of the Network. Reports from previous conferences can be helpful for those proposing to host a conference.

## **Annual Reports from CRDCN Annual Conferences (Revised 2009)**

Please provide the following information in your report:

1. Number of participants
  - 1-1. Number of academics
  - 1-2. Number of students
  - 1-3. Number of policy makers
  - 1-4. Names and affiliations of invited plenary speakers
  - 1-5. Do you have any sense of the number of participants who did not in fact present at the meetings?
2. Number of presentations
3. Number of poster sessions
4. Number of disciplines represented. Please distinguish between Population Health related presentations and Social and Economic presentations. Of course they may sometimes be overlap, but it is useful for our funders to know the topics discussed.
5. Number of universities represented, including their names
6. Number of government agencies represented, including their names
7. Copy of the print material from the conference
8. Did the conference receive any media coverage?
9. The budget of the conference
10. Sources of funding
  - 10-1. CRDCN
  - 10-2. Host University
  - 10-3. Other sources
11. A substantive comment by the host director on his/her assessment of the Conference is very useful. This could include both its successes and any suggestions he/she might have for future conferences.