



Executive Handbook

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Contents

| | |
|---|----|
| 1. Terms of Reference | 2 |
| 2. Operation Guidelines | 6 |
| - President | 7 |
| - Secretary | 9 |
| - Conference Chairperson | 10 |
| - Past Conference Chairperson | 11 |
| - Communications Officer | 12 |
| - Student Representatives | 14 |
| - Treasurer/Members Affairs | 16 |
| - Member(s)-at-Large | 18 |
| 3. Awards and Grants Guidelines | 19 |
| - Masters Student Award | 20 |
| - Doctoral Student Award | 21 |
| - David Winter Promising Young Investigator Award | 21 |
| - President's Award | 24 |
| - Conference Travel Grants | 26 |
| - Graduate Student Travel Awards | 29 |
| - Career Award | 31 |
| - Fellows | 32 |
| 4. List of Past Executives and Conference Locations | 33 |

Terms of Reference

Canadian Society for Biomechanics
Société canadienne de biomécanique

Terms of Reference (2012)

(Approved in Principle at General Meeting, London, Ontario, October 27, 1980,
Adopted Kingston 1982, Updated by the executive April 2000, Revised 2012, 2013)

Purpose

To foster research and the interchange of information in the biomechanics of human physical activity.

Objectives

1. Promotion of biomechanics through intragroup and intergroup communications, meetings, symposia, research and publications at the regional and national level.
2. Facilitation of improvement in the quality and application of biomechanics research by bringing together people from diverse background such as therapists, engineers, physicians, sport researchers and other biomechanists to discuss common data acquisition and interpretation problems.

Membership

A Full Membership in the Society is open to all who are interested or involved in biomechanics research and/or the interchange of information. A Student Membership is open to anyone registered full or part-time in post-secondary studies. Those enrolled in a higher education program are eligible for a Full Membership if they so desire.

Executive Positions

1. *President*

- a) Term of Office: 2 years, normally
- b) Responsibilities:
 - i) To maintain communication among the Executive and call and arrange for meetings of the Executive at least once per year (may be via telephone or video conference).
 - ii) To maintain communication among members, principally through the CSB newsletter, via email and other social media outlets.
 - iii) To accept business items, form meeting agendas and chair business meetings.
 - iv) To represent (or delegate a representative of) CSB at meetings of other societies, organizations, groups or agencies when such representation is required.
 - v) To act on behalf of CSB, when necessary, in response to events which demand immediate attention and for which there is not time to call an Executive meeting.
 - vi) To draw up a list of nominees for Executive positions with the approval of the current Executive.
- c). The President nominee will normally be one of the Executive of the previous two years.

2. Secretary

- a) Term of Office: 2 years, normally
- b) Responsibilities:
 - i) To keep and circulate Executive and Society meeting minutes.
 - ii) To receive and process all applications for CSB awards.
 - iii) To arrange for and conduct elections of the Executive and referenda of the membership when required from time to time.

3. Conference Chairperson

- a) Term of Office: 2 years, normally
- b) Responsibilities:
 - i) To see that the biennial conference is conducted.
 - ii) To be Program Chairperson for that conference:
 - to organize a conference committee
 - to receive, review and select papers, invite guest speakers and draw up a conference program
 - iii) In consultation with the Treasurer/Members Affairs and the Secretary arrange for cheque signing authority to expedite payment of bills associated with the conference.

4. Past-Conference Chairperson (*also eligible for other Executive re-election)

- a) Term of Office: 2 years, normally
- b) Responsibilities:
 - i) To assist the Conference Chairperson

*Should the Past Conference Chairperson be re-elected to another position, including Conference Chairperson, then another Member-at-Large position should be filled to keep a seven person executive.

5. Communications Officer

- a) Term of Office: generally longer than a single 2 year term
- b) Responsibilities:
 - i) To collect and write newsletter materials
 - ii) To produce a newsletter at least twice per year, one early in the year (February or March), and one late in the year (August, September or October)
 - iii) To maintain the CSB website

6. Student Representatives

- a) Term of Office: 2 years, normally
- b) Responsibilities:
 - i) Ensure that views of student members are adequately represented to the Executive

- ii) Ensure that student members are kept informed of the Society's actions.
- iii) Ensure that student members are aware of the difference grants and awards available to them through the Society.
- iv) Actively attempt to increase student enrolment and involvement in the Society.
- v) Assist the President as required.

7. Treasurer/Members Affairs

- a) Term of Office: generally longer than a single 2 year term to provide continuity for the society, but to be reviewed by request of the Executive or the Secretary.
- b) Responsibilities:
 - i) Prepare financial reports for all Executive and membership meetings.
 - ii) Maintain the bank and Paypal accounts.
 - iii) Prepare membership reports for all Executive and membership meetings.
 - iv) Address website/online issues related to membership.
 - v) Electronically archive CSB documents.
 - vi) Submit annual paperwork to Industry Canada to maintain corporate status in June.
 - vii) Submit annual tax return in June.

Election Procedures

1. The official Society year will run from January 1 to December 31.
2. A call for nominations for the executive positions from the membership will be mailed three months prior to the General Meeting (to be held at the biennial conference). The call for nominations will be sent out by the President. Nominations will be returned no later than one month preceding the General Meeting. A slate of nominees will be drawn up by the executive so that there is at least one representative from each of the areas of Rehabilitation, Ergonomics, and Sport.
3. Any new Executive will be elected at the General Meeting.
4. Any member may nominate a candidate by providing the Secretary with the nomination and written consent of the candidate.
5. Election to the office will be by a simple majority vote of the responding members.
6. Each member has one vote for each Executive position.
7. Voting for the new Executive will normally be held at the General Meeting. However, electronic voting may be used.

Operation Guidelines

Canadian Society for Biomechanics
Société canadienne de biomécanique

President

General Duties

- a) Oversee all activities of the Society.
- b) Chair all meetings.
- c) Respond promptly to all questions and correspondence directed to the Society.
- d) Maintain regular contact with the other Executive members concerning progress made on their respective tasks.
- e) Represent the CSB at meetings of other societies, organizations, groups or agencies when such representation is required.
- f) Act on behalf of the CSB, when necessary, in response to events which demand immediate attention and for which there is not time to call an Executive meeting.

Newsletters

- a) Coordinate with the Communications Officer to ensure that two newsletters are produced each year.
- b) Prepare a President's message for each newsletter.
- c) Seek input from other Executive members.

Future Meeting Sites

Arrange for future meetings sites. This should be done at least two years in advance of the conference.

Executive Meetings

- a) Call Executive meetings at least once per year.

It is recommended that the *first meeting* be held within six months of taking term. It should be held at some central location.

The second meeting should be held within six months of the conference and can be conducted via a conference call.

Additional meetings can be called at the biennial conference or when deemed necessary. If an Executive meeting is to be held during the biennial conference, inform the Conference Chairperson so that an appropriate time can be designated and a room booked.

- b) Prepare agendas for all meetings.

Nominees for Next Executive

- a) Put out a call of nominations three months prior to the biennial conference or organize a committee to put together a slate of nominees. (Obtain a

current membership list from the Treasurer/Members Affairs for this purpose).

- b) Ensure that there is at least one representative from each of the areas of Rehabilitation, Ergonomics and Sport.
- c) The nominee for president will normally be someone on the current Executive.
- d) Get permission from individuals to stand for office.
- e) Obtain approval of the Executive before presenting the list at the biennial General Meeting of the Society.

Awards Committees

Select chairpersons for the awards committees.

General Meeting

- a) Call a General Meeting at the biennial conference. Inform the Conference Chairperson so that it can be included in the program.
- b) Prepare an agenda.
- c) Make sure respective members prepare necessary reports.
- d) Items to be covered in general meeting:
 - i) Approval of minutes of previous General Meeting.
 - ii) Financial report.
 - iii) Membership report.
 - iv) Election of a new Executive.
 - v) Public expression of thanks to Conference Chairperson and conference committees.
 - vi) Announce next conference (the incoming Conference Chairperson should provide a short report of plans to date).
 - vii) Other business of general interest to Society members.

President's Remarks at the Biennial Conference

These are usually about 10 minutes in length and are scheduled during the conference, preferably on the first day.

Letters of Appreciation

At the end of term determine who would receive letters of appreciation in connection with their roles related to the conference or for special service during the Society.

End of Term

- a) Organize all material and pass it on to the next President.
- b) Update the CSB Executive Handbook.

Secretary

Initiation

In January of the year the term is started, contact the outgoing Secretary to discuss operating procedures, the transfer of materials, etc.

Minutes

- a) Keep minutes of the General Meeting and all Executive meetings held during your term. The individual(s) responsible for action on each item should be clearly indicated.
- b) Submit the minutes of the General Meeting for Executive approval at the next Executive meeting. (This meeting will probably be held sometime past the end of your term.) The minutes will be published in the newsletter and submitted to the next General Meeting (by the next President).
- c) Circulate minutes of each Executive meeting to the Executive members within one month of the meeting. This will serve to remind members of responsibilities assigned to them at the meeting.
- d) Retain an electronic copy of all meeting minutes.

Processing of Conference Travel Grants and Travel Awards Applications

- a) All travel grant and awards applications are to be sent to and received by the Secretary.
- b) Secretary will check all applications for completeness and remove any that are incomplete.
- c) Complete applications will be sent to the members of the Executive for appraisal/ranking.
- d) Secretary to notify successful and unsuccessful applicants of results.

Exchange of Office at the End of the Term

- a) Prepare an interim financial report covering the period from the General Meeting to the end of your term.
- b) Exchange all relevant material to the incoming officer.
- c) Forward all meeting minutes to Treasurer/Members Affairs for archiving.

Conference Chairperson

General Duty

The Conference Chairperson is responsible for all aspects of the organization of the biennial conference.

Specific Duties

- a) Set the date and arrange the facilities for the conference.
- b) Arrange for the conference to be announced to the CSB membership and any other relevant organizations at least one year prior to the conference dates.
- c) Organize the scientific program: the Human Locomotion Symposium, the Student Awards, David Winter Young Investigator Award, the Keynote Lecture, and the regular (poster and slide) presentations.
- d) Organize the submission of abstracts and the scientific review of the abstracts.
- e) Organize the social events normally associated with the conference: the welcome reception, and the banquet.
- f) Write grants and solicit sponsorship to support the expenses of the conference, including keeping registration costs reasonable.
- g) Organize the conference budget and record expenditures appropriately. Normally a profitable or revenue-neutral budget is expected. Special efforts should be made to keep student fees reasonable. Any profits will be returned to the Society for use at the discretion of the Executive to support initiatives for the members of the Society.
- h) Present details of organization and budget to the CSB Executive at the Executive meetings preceding the conference, or when requested to do so.

Conference Notes

In principle, members of the CSB must have discounted registration, of at least half of the annual membership dues.

Past Conference Chairperson

General Duty

The Past Conference Chairperson will assist the Conference Chair and Executive regarding all aspects of the organization of the biennial conference.

Specific Duties

- a) Transfer copies of all documents and information related to the organization and planning of the biennial conference to the Conference Chairperson.
- b) Provide advice and guidance to the Conference Chairperson and Executive as necessary.

Communications Officer

General Duty

Given the move to the internet, the Communications Officer is responsible for maintaining the CSB website and preparing the on-line newsletter.

Set Dates for Publication as Follows

May and November of first year of term (non-conference year) and May and November of following year (conference year). The logic of this is to have a newsletter approximately every six months, but staggered so that one will appear three months before the conference as a way of boosting attendance.

Content of Newsletter

Regular Items:

- a) News and upcoming events.
- b) Description of society and list of current Executive.
- c) Membership application form.
- d) President's message.
- e) Messages from other Executive members.
- f) Thesis abstracts and descriptions of graduate programs.
- g) Other items, letters, etc. can be included as deemed necessary by the Executive and the Communications Officer.

Special Items for Each Issue:

May of non-conference year

- a) Announcement of upcoming Executive meeting.
- b) Call for nominations for Career Award and provide a summary of the guidelines.
- c) Notice about change of address (email and postal) and communicate these to the Treasurer/Members Affairs.

November of non-conference year

- a) Report of Executive meeting.
- b) Report of conference plans.
- c) Call for papers.
- d) Call for applications for David Winter Promising Young Investigator Award
- e) Provide a summary of guidelines for David Winter Promising Young Investigator Award.
- f) Membership list.
- g) Announce availability of previous proceedings.

May of conference year

- a) Call for Executive nominations.
- b) Provide conference update.
- c) Announce date and time of General Meeting at upcoming conference.

November of conference year

- a) Provide a conference report and announce award winners.
- b) Minutes from General Meeting.
- c) Membership report.
- d) Financial report.
- e) Announcement of new Executive request suggestions for next Executive meeting.
- f) Call for nominations for Career Award and provide a summary of the guidelines.

Newsletter Publication

Prepare, typeset and print the newsletter.

Newsletter Mailing

- a) Mail newsletter to all members as indicated by the Treasurer/Members Affairs.
- b) Post the newsletter to the Society website and circulate as necessary.

Solicitation of Membership Fees

Membership fees will be solicited by e-mail in January of each year.

End of Term

Update the Operation Guidelines for the Communications Officer in the CSB Executive Handbook.

Student Representatives

Status

- a) Student representation functions within the Executive, collaborating with the President.
- b) Modifications to any existing, as well as any implementation of, activities and functions in the Society must be approved by the Executive.

Objectives

- a) Further student involvement in the Society. As a liaison, ensure that all pertinent information from the students is conveyed to the Executive.
- b) Further student interaction as well as establish contacts among students for jobs and educational opportunities.
- c) Further student involvement at the biennial conference. Promote interaction and discussion among the participants.
- d) Further student participation for awards.
- e) Collaborate with the members of the Executive to further the interests of the Society. Ensure that all pertinent information is conveyed from the students to the Executive.

Orientation

- a) Communicate with President and past Student Representatives to discuss operating procedures, transfer of materials and objectives to attain.
- b) For the students, serve as a channel of communication with the Executive.
- c) Collaborate with Program and Conference Chairpersons in organizing a student meeting during the biennial conference.
- d) Revise and update the Guidelines for Student Representatives.
- e) Provide Communications Officer with information to print.
- f) Attend, if possible, all meetings of the Society. Attending the meetings provides an opportunity to meet members of the Society.
- g) Communicate with new Student Representative and President to ensure smooth transition of duties.

Meetings of the Society

- a) Biennial conference. This conference provides an opportunity for members and non-members of the Society to communicate research. Attending the conference favors interaction among the participants.
- b) Executive meeting. This meeting is held during the biennial conference. Attending the meeting provides the Student Representatives the opportunity to communicate with the Executive members.
- c) General meeting. This meeting is held during the biennial conference. Attending the meeting informs on the financial situation of the Society.

Biennial Conference

- a) Ask the President to introduce the Student Representatives to the Society during the general meeting.
- b) Chair the student meeting.
- c) Collaborate and chair other student activities to be held during the conference.

Student Meeting

- a) Chair the student meeting.
- b) State past status, objectives and orientations for student representation in the Society.
- c) State future status, objectives and orientations for student representation in the Society.
- d) Open discussion on student representation in the Society.
- e) If possible, present new Student Representatives.

Communication

- a) Respond promptly to all correspondence from members of the Executive and other members of the Society.
- b) Maintain regular contact with the President concerning progress made on respective tasks.
- c) Write a message in each newsletter. The newsletter is usually published twice a year.
- d) Communicate with the CSB student membership through social media (e.g., LinkedIn).
- e) Write letters of appreciation to those who have collaborated and helped on respective tasks.

Verifications

- a) Check that the Student Representatives' names appear on the agenda for those meetings to be attended.
- b) Check that a student meeting has been scheduled during the biennial conference.
- c) Check all correspondence for incorrect information and provide the appropriate information when available.

Treasurer/Members Affairs

Membership

- a) Be familiar with the online membership database (Joomla) and be able to do the following – pull current membership statistics, create new membership payment options each year, make admin changes to membership status as the need arises.
- b) Write/present a membership summary report for each newsletter, Executive meeting and biennial General Meeting.
- c) Liaise with the Conference Chairperson to ensure memberships declared during the registration process for the biennial conference are active, and are not in arrears.

Income and Expenses

- a) Deposit all monies in an account under the name of the Canadian Society for Biomechanics and get a cheque book.
- b) Be responsible for all cheques payable to and from the CSB account.
Cheques payable from the account include:
 - i) Reimbursing expenses of Executive members for activities related to the Society (with receipts).
 - ii) Winners of Student Awards, David Winter Promising Young Investigator Award, Career Award, Conference Travel Awards
 - iii) Processing fee for Industry Canada.
 - iv) Regional biomechanics conference grants (typically \$500).
- c) Maintain the CSB Paypal account and periodically transfer funds here (from membership subscriptions) to the bank account. Use this account to pay Openwire quarterly fees. Keep a float of approximately \$1,000 in this account.
- d) Write/present a financial summary report for each Executive Meeting and biennial General Meeting.
- e) Receive the financial report of the biennial conference from the Conference Chairperson.

Government Requirements

- a) Pay annual corporation registration fees, to Industry Canada, due June 1.
- b) Prepare and send income tax report (T2 form) and the Non-Profit Organization (NPO) Information Return (T1044) due June 1.

Other Duties

- a) Respond to enquiries regarding memberships, conference proceedings and injunctions.
- b) Periodically update the Operation Guidelines for the Treasurer/Members

- Affairs in the CSB Executive Handbook.
- c) Provide the President and Secretary with official papers of the Society.

Documents and Objects to Keep

For historical purpose:

- a) One copy of the General and Executive Meetings.
- b) One copy of each conference proceeding and other publications.
- c) Copies of old flyers, pin, card format, etc. that have some relevance to the Society history.

For legal purpose:

- a. The original letter patent.
- b. One copy of Executive Handbook.
- c. Original contract with the bank.
- d. Copy of annual incorporation, tax report, and statement of bank account for 6 years.

For Treasurer/Members Affairs:

- a. Copy of the original form with the heading of the Society.
- b. Seal of the Society.
- c. Three copies (3) of old proceedings of the last but one conference and all other previous proceedings.

End of Term

- a) Close bank account and send closing balance to new Treasurer/ Members Affairs.
- b) Instruct new Treasurer/Members Affairs on using the Joomla system and give access to Paypal and CSB gmail accounts.
- c) Send electronic letter head to new Treasurer/Members Affairs and any remaining paper historical documents.
- d) Explain processes for Industry Canada and Income Tax reporting.

Member(s)-at-Large

From time to time the CSB will undertake special initiatives that require specific expertise. Examples include establishing special funds for future endowments, and special conferences. Members-at-Large may be elected according to election procedures to facilitate these initiatives.

Awards and Grants Guidelines

Canadian Society for Biomechanics
Société canadienne de biomécanique



Canadian Society for Biomechanics
Société canadienne de biomécanique

New Investigator Awards Canadian Society for Biomechanics/Société canadienne de biomécanique (CSB/SCB)

Awards Available

- a) Three awards will normally be made for high quality biomechanics research submitted for presentation at the biennial conference of the CSB or at the North American Congress on Biomechanics (NACOB). The three awards are:
 - i) the Masters Student Award;
 - ii) the Doctoral Student Award; and
 - iii) the David Winter Promising Young Investigator Award.
- b) The Awards Committee has the right to make no award in a category if the best applicant's submission is judged to be of unsatisfactory quality for the standards of the CSB competition.

Eligibility

1. A competitor is eligible to receive the Masters Award if:

- a) The competitor is a member of the CSB.
- b) The research submitted was conducted for a thesis or project while the competitor was enrolled as a Masters degree student.
- c) The application for the award is submitted for the CSB conference which is before or immediately follows the date of the student's graduation, i.e., since the conference is biennial, an application might be submitted nearly two years following the student's graduation date and still be eligible.
- d) The competitor has not won the same award previously.
- e) A letter is received by the Awards Chair from the supervisor (see also below under **Documents Required of Competitors**) stating that the experimental design, execution of the research and paper are essentially the student's, even on a multi-authored paper.
- f) The competitor is the first author, personally makes the presentation at the conference and is available to receive the award personally at the awards ceremony.
- g) The competitor meets the conference deadlines for submission of the two-

page abstract.

- h) The research has not been published or previously presented at a national or international level conference.

2. An applicant is eligible to receive the Doctoral Award if:

- a) The applicant is a current member of the CSB.
- b) The research submitted was conducted for a dissertation or project while the competitor was enrolled as a Doctoral degree student.
- c) Conditions **for *Eligibility 1c-h*** are met.

3. An individual is eligible to receive the David Winter Promising Young Investigator Award if:

- a) The applicant is a current member of the CSB.
- b) The research submitted was conducted within 6 years prior to the year of the conference and of completing a doctoral degree. This category includes postdoctoral fellows, tenure track faculty positions, non-academic industrial positions, and any research appointment recognized by NSERC's eligibility guidelines.
- c) The research abstract is submitted no later than the deadline for the CSB Conference (or NACOB Congress), which immediately follows the 6-year anniversary of the student's graduation from a doctoral program.
- d) Conditions **for *Eligibility 1d*** and **f-h** are met.

Documents Required of Competitors

- a) Competitors will submit all required additional documentation listed in parts **bi) to bv)** below (i.e. not the abstract) to the Conference Chairperson, no later than the deadline stated on the call for abstracts. **Applications will not be considered for the awards if the accompanying documentation is not provided.**
- b) The documentation will include, as relevant to the award contested:
 - i) An abstract in the specified format under the conference submission guidelines which may be accepted for presentation even if it is not a finalist paper in a competition. **This abstract must be submitted via the conference website.**
 - ii) A letter addressed to the Awards Chair indicating which award the person is applying for, and;
 - ii) A statement of degree enrolment (as a Masters or Doctoral student) or Promising Young Investigator employment dates, date of degree conferment (if relevant), institution and name of supervisor (if relevant).
 - iv) A letter from the student's supervisor (for Masters and Doctoral Student Awards) stating that the experimental design, execution of the research and the paper are essentially the student's.
 - v) For the David Winter Promising Young Investigator Award the following

documents are required:

- a letter that outlines where and when the research was conducted, and that the experimental design, execution of the research and the paper are essentially the applicant's.
- a one page description of the recent progress in research activities related to the submitted abstract, anticipated significance, and most significant contribution to the field of biomechanics.
- a current and complete **Curriculum Vitae**
- **three letters of support** for the candidate are required. These letters can be written by people such as current Department Heads, Deans, workplace managers, and research collaborators. At least one of the letters should be from a recognized expert in the field that is independent from the candidate and their former research supervisors.

vi) A selection of a short list of three finalists for the Masters and Doctoral Student Awards will be made and a special awards session will be held at the conference. The final award decision will be based on both the submitted conference abstract and the oral presentation.

vii) The David Winter Promising Young Investigator Award is intended to target post-doctoral researchers who are 6 years or less from their PhD graduation year. This includes individuals in PDF positions and **new faculty members** who will typically be at the pre-tenure stage of their career. The award winner will be selected based on the submitted awards package and will be given a 30 minute slot in a podium session to present their research.

Adjudication Procedures

- a) The CSB Executive will appoint a Chair of the Research Awards Committee hereafter called "Chair" and "Committee", respectively.
- b) Once the papers for competition are received the Chair will appoint a Committee of senior researchers who represent the variety of disciplinary backgrounds of the CSB membership.
- c) People related as supervisor or by other close affiliation are not eligible committee members.

Judging

Finalists for the student awards and the recipient of the David Winter Promising Young Investigator Award will make oral presentations at the biennial conference. Presentations for the student awards will be evaluated based on several criteria, including organization, effectiveness, speech, content, and how questions are answered.

Prizes

Recipients of each award will be given an award certificate and a cash prize from Northern Digital Inc. (NDI) in the following amounts:

- i) Masters Student Award: \$500
- ii) Doctoral Student Award: \$500
- iii) David Winter Promising Young Investigator Award: \$1000

Disclosure

- a) The names of the judges should be made known at, but not before, the awards presentation at the biennial conference.
- b) The forms and competition procedures should be published in the CSB newsletter for general membership information and/or suggestions for revision.
- c) The forms, which indicate the categories of quality sought in written and oral presentations, should be included in the competition information distributed in the call for papers.

President's Award

The President's Award is given to the best poster presented at the biennial conference.

Awards Available

Normally, one award will be given out by the President at the biennial conference. Multiple awards or no award may be given out, at the discretion of the President, if he/she feels that there is a tie, or if there is no eligible poster which clearly stands above the others.

Eligibility

A competitor is eligible to receive the President's Award if:

- a) The competitor is a member of the CSB.
- b) The competitor has not won the same award previously.
- c) A letter from the first author on the paper is received by the President stating that the experimental design, execution of the research and abstract are essentially the first author's, even on a multi-authored paper.
- d) The competitor is the first author, personally makes the presentation at the conference and is available to receive the award personally at the awards ceremony.
- f) The competitor meets the conference deadlines for submission of the two-page abstract.
- g) The research has not been published or previously presented at a National or International level congress.

Documents Required

As indicated in the eligibility section above, a letter from the first author of the paper will need to be sent to the President indicating that they meet the eligibility requirements of the award and are interested in being considered for the award.

Judging

The President will view all posters that are eligible for the competition and evaluate them based on characteristics at the discretion of the President. Characteristics may include overall layout and design of the poster, innovation, impact of results, and insights based on any interactions with the poster author(s). The President may enlist the help of Past Presidents of the Society in attendance at the conference to provide their input regarding the posters eligible for the award. The decision on whose poster will win the award will ultimately rest with the President.

Prizes

The recipient of the President's Award will be given a certificate highlighting their achievement and a cheque, normally in the amount of \$300.

Disclosure

The names of any persons helping the President during judging should be made known, but not before, the awards presentation at the conference.

Conference Travel Grants

(Last modified November 12, 2013)

This grant is available to student members of the CSB to offset the cost of, and facilitate travel to, CSB or NACOB conferences. A maximum of 20 awards will be given out for \$300 each. Awards will be determined based on financial need. Questions regarding eligibility or the application procedures should be sent to the CSB Secretary.

Eligibility

- Students must be a CSB member and be pursuing biomechanics research.
- Students must be registered as a full-time masters or doctoral student.
- Financial need must be demonstrated.
- Students must have an abstract accepted for presentation (podium or poster) at the conference and be the presenting author.

Process

- Applicants must submit their completed application form plus other documents to the CSB Secretary at least 2 months prior to the beginning of the conference.
- The applications will be reviewed by a subcommittee of the CSB Executive.
- Upon approval of the travel grant, a cheque will be mailed to the awardee(s).
- Awardee(s) must submit a one-page report of their experience to the CSB Secretary no later than one month following the end of the conference.
- The report will be posted on the CSB website and included in the next newsletter.
- Applicants will be informed of the funding decision 1 month before the start of the conference.

Application

- CSB Conference Travel Grant Application Form (see below).
- A one page letter outlining why you require these funds and how the travel experience will benefit you.
- A one page letter of support from the applicant's supervisor outlining the specific contribution(s) of the student to the study.
- A copy of your abstract.

Conference Travel Grant Application

(Last modified December 20, 2007)

Applicant

Family Name: _____

Given Name(s): _____

Department/School/Faculty: _____

University/Institute: _____

Street: _____

City: _____ Province: _____

Country: _____ Postal Code: _____

Email: _____

CSB Student Member since: _____ (year)

Number of CSB Conference Travel Grants Received: _____

Number of other CSB grants received: _____

Supervisor

Family Name: _____

Given Name(s): _____

Title: _____

Department/School/Faculty: _____

(If same as above just indicate)

University/Institute: _____

Street: _____

City: _____ Province: _____

Country: _____ Postal Code: _____

Email: _____

Conference Travel Information

Conference: _____

Location: _____

Dates of Travel: _____

Mode of Transportation (bus, train, air): _____

Budget

Expenses

Conference registration fees: \$ _____

Estimated transportation cost: \$ _____

Estimated accommodation cost: \$ _____

Estimated food cost: \$ _____

Other costs: \$ _____

Please provide a detailed explanation of the expenses listed above:

What is your current academic funding situation (i.e. NSERC, teaching assistantship)?

How much of this trip is your supervisor funding? _____

How much is your institution funding? _____

Student Signature: _____

Supervisor Signature: _____

Graduate Student Travel Awards

(Last revised November 12, 2013))

Student members of CSB are eligible for the following grant. The CSB membership approved two (2) awards in the amount of up to \$3000.00 each to be given out annually. The application form may be found on the CSB website (<http://www.health.uottawa.ca/biomech/csb/travelform.pdf>).

The purpose of the grant is to support two graduate students—one in a masters program and one in a doctoral program—to travel to another laboratory to facilitate expanding their research experience, and to promote cross-fertilization between laboratories. A report on the accomplishments during the trip will be submitted to the CSB Executive within one month after the trip is completed.

Eligibility

1. Student must be in a Masters degree or a Doctoral program pursuing biomechanics research.
2. Student must be a member of CSB.
3. Student's supervisor must be a member of CSB.
4. Destination supervisor must be a member of CSB (or a case must be made as to why this laboratory is the best destination).

Process

1. Students must submit their completed application to the CSB Secretary by 1 May.
2. The applications will be reviewed by a subcommittee of the CSB Executive using the criteria stated below.
3. The applicants will be notified by 1 June of the status of their applications.
4. The successful applicant(s) will be required to submit a report to the CSB Executive on the accomplishments and the budget within one month after completing the trip.
5. The successful applicant(s) will be required to present a report of their work at the next CSB meeting during a special session.

Application

1. Completed application form.
2. Three page proposal that includes the purpose of the visit, timetable, activities to be involved, the total budget for the visit (including other financial assistance, etc.).
3. Curriculum vitae of the applicant: 2-3 pages in length (including list of publications, presentations, current grade point average, memberships in professional societies and any other relevant information).
4. Document from the host institution verifying support for the visit.

5. A recommendation letter of support for the travel from the applicant's supervisor who must also be a CSB member at the time of application.

Criteria

1. How well the proposed activity fits within the mandate of CSB (see link at: <http://www.health.uottawa.ca/biomech/csb/general.htm>)
2. Quality of the applicant with respect to academic indicators (CV, academic standing, presentations or publications and letter of support).
3. Quality of the proposed activity.
4. Need for the exchange (i.e., equipment not available, learning a new measurement or analytical technique, availability of a specific study population etc.).
5. Eligibility.
6. Feasibility of student achieving proposed goals.

Adjudication

Three members of the CSB Executive will form the Student Travel Grant Awards Committee. They will review the applications independently and rank all of the applications. The rankings will be submitted to the Chair of the Student Travel Grant Awards Committee. The Chair will initiate a meeting (via teleconference) to make a final decision.

An attempt will be made to make a decision by consensus, otherwise it will be a majority vote. A recommendation will be made to the CSB Executive for disbursing the funds and administering the funding.

Canadian Society for Biomechanics Career Award

The CSB Career Award is intended to honour those individuals who have been active in promoting the field of biomechanics in Canada. The primary conditions for eligibility are:

1. Nominations should be put forward by any regular member of the Society and must be received by the CSB Secretary nine months prior to the biennial conference.
2. The person nominated should be a recognized leader in their field and must have been active in advancing, promoting, and publishing knowledge in the area of biomechanics, in Canada in particular.
3. The nominations proposed should also include the names of other leading researchers who could be contacted for their opinion and comments regarding the nominee. An up-to-date CV plus copies of the significant papers of the nominee should also be provided.

The executive committee of the CSB, in conjunction with past presidents of the Society will select a candidate for the award, however, an award will not necessarily be given at every conference.

The award itself consists of a certificate or plaque, which is intended to represent the work of the recipient. In addition, the recipient will give a keynote address at the biennial conference of the Society. The recipient will attend the conference as a guest of the Society.

Fellows of the Canadian Society for Biomechanics

Fellows of the Canadian Society for Biomechanics shall have demonstrated high standards of academic development and a commitment to the goals and long range activities of the Society. They will also have:

- been a member of the Society for eight consecutive years (up to two of which may have been earned as a student member) immediately prior to applying for Fellowship.
- attended at least three biennial meetings of the Society during the past ten years.
- published at least eight full papers on biomechanics as principal author in peer reviewed journals of national or international distribution such as those listed in Index Medicus or Current Contents, in addition ten publications from any combination of invited book chapters or coauthored refereed publications.
- authorship of at least ten papers at biennial meetings of the Society.
 - Authorship includes being presenter or supervisor of the research.
- received recommendation for advancement to Fellow status in writing from two current Fellows of the Society.

Current and future Career Award winners will automatically be elevated to Fellow status.

Fellows must maintain active status in the society and pay dues annually.

The first Fellows of the Society are: **Drs. David Winter, Robert Norman, Gavin Reid and Micheline Gagnon**

All applications to be submitted to the CSB Secretary.

CSB/SCB Past Executives

1973 - 1974

| | |
|---------------------|----------------|
| President | Robert Jensen |
| Vice-President | Robert Norman |
| Secretary-Treasurer | Jacques Samson |
| Member at large | Doris Miller |
| Member at large | Barry Thompson |

1975 - 1976

| | |
|---------------------|----------------|
| President | Keith Hayes |
| Vice-President | Jacques Samson |
| Secretary-Treasurer | Pierre Lagassé |
| Member at Large | Dave Winter |
| Member at Large | René Therrien |

1977 - 1978

| | |
|---------------------|------------------|
| President | Pierre Lagassé |
| Vice-President | ? |
| Secretary-Treasurer | Micheline Gagnon |
| Member at Large | ? |
| Member at Large | ? |

1979 - 1980

| | |
|---------------------|------------------|
| President | Robert Norman |
| Secretary-Treasurer | Micheline Gagnon |
| Member at large | Dave Dainty |
| Member at large | Art Quanbury |
| Member at large | Dave Winter |

1980 - Locomotion I - London, Ontario

1981 - 1982

| | |
|-----------------------|----------------------|
| President | Dave Dainty |
| Secretary-Treasurer | Art Quanbury |
| Conference Chair | Gavin Reid |
| Past Conference Chair | Dave Winter |
| Newsletter Editor | Karen Robinson |
| Secretariat | University of Ottawa |

1982 - Locomotion II - Kingston, Ontario

1983 - 1984

| | |
|-----------------------|----------------------|
| President | Art Quanbury |
| Secretary-Treasurer | Eric Sprigings |
| Conference Chair | Sandy Thornton-Trump |
| Past Conference Chair | Gavin Reid |
| Newsletter Editor | Karen Robinson |
| Secretariat | University of Ottawa |

1984 - Locomotion III, Winnipeg, Manitoba

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|-----------------------|---|
| <u>1985 - 1986</u> | 1986 - NACOB (Locomotion IV) - Montreal, Quebec |
| President | Gavin Reid |
| Secretary-Treasurer | Carol Richards |
| Conference Chair | Micheline Gagnon |
| Past Conference Chair | Sandy Thornton-Trump |
| Newsletter Editor | Sue Tupling |
| Secretariat | Queens University |

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|-----------------------|---------------------------------------|
| <u>1987 - 1988</u> | 1988 - Locomotion V - Ottawa, Ontario |
| President | Micheline Gagnon |
| Secretary-Treasurer | Aftab Patla |
| Conference Chair | Gordon Robertson |
| Past Conference Chair | Micheline Gagnon |
| Member at Large | Carol Richards |
| Newsletter Editor | Tim Bryant |
| Secretariat | Gavin Reid |

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|-----------------------|--|
| <u>1989 - 1990</u> | 1990 - Locomotion VI - Quebec City, Quebec |
| President | Aftab Patla |
| Secretary-Treasurer | Carol Putnam |
| Conference Chair | Carol Richards |
| Past Conference Chair | Gordon Robertson |
| Newsletter Editor | Tim Bryant |
| Secretariat | Tim Bryant |

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|-----------------------|--|
| <u>1991 - 1992</u> | 1992 - NACOB II (Locomotion VII) - Chicago, Ill. |
| President | Carol Putnam |
| Secretary-Treasurer | Walter Herzog |
| Conference Chair | Richard Wells |
| Past Conference Chair | Carol Richards |
| Newsletter Editor | Tim Bryant |
| Secretariat | Tim Bryant |

| | |
|-----------------------|-----------------|
| <u>1993 - 1994</u> | |
| President | Mario Lafortune |
| Secretary-Treasurer | Jacques Bobet |
| Conference Chair | Walter Herzog |
| Past Conference Chair | Richard Wells |
| Newsletter Editor | Tim Bryant |
| Secretariat | Tim Bryant |

1995 - 1996

| | |
|-----------------------|-----------------|
| President | Walter Herzog |
| Secretary-Treasurer | Denis Gravel |
| Conference Chair | Andy Hoffer |
| Past Conference Chair | Walter Herzog |
| Member at large | Stuart McGill |
| Newsletter Editor | Geneviève Dumas |
| Secretariat | Tim Bryant |

1997 - 1998

| | |
|------------------------|---------------|
| President | Tim Bryant |
| Secretary-Treasurer | Janice Eng |
| Conference Chair | Stuart McGill |
| Newsletter Editor | Tim Bryant |
| Student Representative | Lisa Brereton |
| Secretariat | Denis Gravel |

1999 - 2000

| | |
|------------------------|------------------|
| President | Stuart McGill |
| Secretary-Treasurer | Janice Eng |
| Conference Chair | François Prince |
| Member at Large | Tim Bryant |
| Member at Large | Janet Ronsky |
| Member at Large | Cheryl Kozey |
| Members Affairs | Denis Gravel |
| Communications | Gordon Robertson |
| Student Representative | Blake McGowan |
| Student Representative | Greg Wohl |

2000 - 2001

| | |
|------------------------|--------------------|
| President | François Prince |
| Secretary-Treasurer | Stephen Prentice |
| Member at Large | Tim Bryant |
| Member at Large | Ron Zernicke |
| Member at Large | Cheryl Kozey |
| Member at Large | Joe Hamill |
| Members Affairs | Darren Stefanyshan |
| Communications | Gordon Robertson |
| Student Representative | Marilyn Powers |
| WCB Liaison Officer | Janet Ronsky |

2002-2004 - Thirteenth CSB - Montréal, Québec

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|------------------------|-----------------------|
| President | Ron Zernicke |
| Secretary-Treasurer | Stephen Prentice |
| Conference Chair | Cheryl Kozey |
| Past President | François Prince |
| Communications | Gordon Robertson |
| Member affairs | Darren J. Stefanyshyn |
| Member at Large | Joe Hamill |
| Member at Large | Janet Ronsky |
| Student Representative | Heather Butler |
| Student Representative | Jennifer Durkin |

2004-2006 - Fourteenth CSB - Waterloo, Ontario

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|------------------------|-----------------------|
| President | Stephen Prentice |
| Secretary-Treasurer | Jennifer Durkin |
| Conference Chair | Jack Callaghan |
| Past President | Ron Zernicke |
| Communications | Gordon Robertson |
| Member affairs | Darren J. Stefanyshyn |
| Past Conference Chair | Cheryl Kozey |
| Member at Large | Kevin Deluzio |
| Member at Large | Sylvie Nadeau |
| Student Representative | Janie Astephan |
| Student Representative | Nadine Dunk |

2006-2008 - Fifteenth CSB (and NACOB IV) - Ann Arbor, Michigan, USA

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|-------------------------|------------------|
| President | Jack Callaghan |
| Secretary-Treasurer | David Andrews |
| Conference Chair | David Andrews |
| Past President | Stephen Prentice |
| Communications | Peter Keir |
| Member affairs | Jennifer Durkin |
| Past Conference Chair | Jack Callaghan |
| Member at Large | Kevin Deluzio |
| Member at Large | Sylvie Nadeau |
| Member at Large | Wayne Albert |
| Student Representatives | Doug Bourne |
| Student Representatives | Steven Fischer |

2008-2010 - Sixteenth CSB - Kingston, Ontario, Canada

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|------------------------|-----------------|
| President | Peter Keir |
| Secretary-Treasurer | Wayne Albert |
| Conference Chair | Pat Costigan |
| Past President | Jack Callaghan |
| Communications | Stephen Perry |
| Member affairs | Jennifer Durkin |
| Past Conference Chair | David Andrews |
| Member at Large | Sylvain Grenier |
| Member at Large | Sylvie Nadeau |
| Student Representative | Sarah Manske |
| Student Representative | Evelyn Anaka |

2010-2012 - Seventeenth CSB - Simon Fraser University, Burnaby, BC

| | |
|------------------------|-------------------------------------|
| President | David Andrews |
| Secretary-Treasurer | Salvatore Federico |
| Conference Chairs | Stephen Robinovitch and Max Donelan |
| Past President | Peter Keir |
| Communications | Stephen Perry |
| Member affairs | Andrea Clark |
| Past Conference Chair | Pat Costigan |
| Member at Large | Graham E. Caldwell |
| Member at Large | Cyril Duclos |
| Student Representative | Chad Gooyers |
| Student Representative | Evelyn Anaka |

2012-2014 - Eighteenth CSB (and NACOB V, and WCB) - Boston, Massachusetts, USA

| | |
|--------------------------|---------------------|
| President | Stephen Robinovitch |
| Secretary | Salvatore Federico |
| Conference Chair | Clark Dickerson |
| Past President | David Andrews |
| Communications | Sylvain Grenier |
| Treasurer/Member affairs | Andrea Clark |
| Past Conference Chair | Max Donelan |
| Member at Large | Andrew Laing |
| Member at Large | Cyril Duclos |
| Student Representative | Scott Brandon |
| Student Representative | Ed Cambridge |