CCS Policy on Acceptance of Submissions for CO3
Modified for 2021 Virtual Conference

Acceptance of submissions for talks will be decided by the CO3 program committee using the guidelines listed below.

A. Eligibility

1. Faculty Members, Animal Behavioral Professionals, and Postdoctoral Fellows may submit a 2-min, a 5-min talk, or a 10-min talk.

2. Faculty Members may request an extended presentation (20 min, with 5 min discussion). These presentations are expected to integrate several years of empirical research, much of it published. To be considered for an extended talk, a detailed (300-400 word abstract) must be submitted as well as the standard short abstract. The same researcher may not give an extended talk more often than once every three years. There will be a limit of approximately two 20-min talks. If more acceptable extended presentation submissions are received than can be accommodated, they will be selected by the program committee based on fit to the conference, number of years since the presenter's last 20 minute talk, membership in the society, and order of submission. Those whose extended talk submission cannot be accommodated may be assigned a 10 minute talk.

3. Graduate Students may submit either a 2-min (replacing posters for CO3 2021) or a 5-min talk. (Talks in Student Featured Session are 5 minutes)

4. Undergraduate Students are encouraged to attend CO3 and to be junior authors on presentations. Undergraduate students are normally not permitted to present 5-min talks but may if space on the program permits. If an undergraduate student wishes to submit a 5-min talk, the student's supervisor must provide a supporting letter and promise to supervise the student in preparation and practice of the talk. Following the submission deadline, the conference committee will assess whether undergraduate presentations can be accommodated and undergraduate students will be informed as soon as possible after the deadline about the decision regarding their submission.

5. There is no limit on the number of presentations on which one can be an author, however each person may serve as the presenting author on only one presentation.

6. Faculty Members or Animal Behavioral Professionals may submit a symposia request. The topic of the symposia must adhere to the Content Requirements listed

below and may consist of up to a maximum of five presenters (including the organizer). To submit a symposia request, the organizer must send a brief abstract (300-400 words) outlining the theme, the names of the invited presenters and the title of their presentations before the announced deadline. Each presenter will be given 15 minutes. All symposia requests will be reviewed by the conference organizer and a team of selected members, with successful applicants contacted in a timely fashion.

B. **Content Requirements:**

1. All presentations must meet scientific standards and technical requirements for the conference.

2. The content of the presentation must be appropriate to the conference. Submissions that do not appear to concern comparative cognition, as broadly defined on the website, will be evaluated by the program committee. The committee may reject the submission or ask for clarification of the relationship of the presentation to comparative cognition.

3. 2, 5 and 10 min talks should report new empirical findings or new quantitative or theoretical treatments of recent empirical results. Decisions about acceptance of non-empirically based presentations will be evaluated and made by the program committee. For non-empirically based presentations, pre-approval by the program committee prior to submission is recommended.

4. 2-min talks. This format replaces the poster for CO3 2021. The talk can be no longer than 120 s. Presentations may contain a single slide in the format of a poster, or may be split into several slides. It is expected that you record both audio narration and video of your slides.

5. For prerecorded talks, you may use any software which captures both audio narration and video of your slides. Save or convert the recording of your talk into mp4 format. More details will be given with notification that your abstract was accepted.

C. **Space Limitations:**

Every effort will be made to include on the program everyone who meets the eligibility and content criteria and wishes to present. However, if all submissions cannot be accommodated, the following procedures will be followed.

1. If submissions exceed the space available, the committee will consider reassigning or rejecting submission as follows:

    a. Some 5-min talks will be reassigned to 2-min talks.
    b. Some 10-min talks will be reassigned to 5-min talks.
    c. Some 20-min talks will be reassigned to 10 min talks.
    d. Some submissions may be rejected.

2. When reassignment is required, the committee will first ask for volunteers and then, if needed, will base decisions on whether the presenter gave a talk on the preceding year or the number of consecutive years in which the presenter has given a talk at CO3, and membership in the society. Rejection of 2-min talks due to space limitations will be based on whether the first author presented a first authored poster on the preceding year and/or the number of consecutive years of poster presentations.

3. Presenters whose submissions are rejected or re-assigned may withdraw from the program and request a refund of their conference dues provided that the request is received within 10 days of the notification.

Approved by the Comparative Cognition Society Executive Committee on October 05, 2011

Modified by exec 12/2020 for temporary use in 2021 virtual conference.