

Sunday, December 14, 2014

ICIS 2014

Registration Hours: 7:30am-7pm
Exhibit Hall Hours: 3pm - 6pm

CONFERENCE AGENDA .v1

Key:

Shading = Changes
Strike-through text = Cancellations
Shading = Missing Information/Questions
Shading = Pullman Events
Shading = Langham Events

8:00	Theater OGGB 4	EVENT #345
18:00	Level 0	<u>SIGBPS Workshop on Business Processes and Services</u>

Contact: J. Leon Zhao

Billing: Ancillary Master

Coordination Fee: \$250.00

Room Set Requirements:

- * Permanent Tiered Theater seating for 100 ppl each room

10:00 Menu to consist of:					
	Order#	Units	Consum	Price	Total
* Coffee Break : Tea & Coffee with decaf & water	50.0	pp		NZD 5.00	NZD 250.00
12:00 Menu to consist of:					
	Order#	Units	Consum	Price	Total
Boxed Lunch (5 items per person) Gourmet Sandwich (pre-packaged and delivered) Roast Chicken & Avocado Bloomer: Ploughmans bread, roasted chicken, Avocado, Tomato, Lettuce, Plum Sauce and Garlic Aioli OR Corned Beef Bloomer: Ploughmans bread, corned beef, pickle, swiss cheese, lettuce, tomato, mayonnaise, butter OR * Vegetarian Pide: Turkish Pide bread, roasted butternut pumpkin with allspice, cumin, and cinnamon, feta, caramelized onion jam, wild rocket, toasted pinenuts, and a chilli yoghurt dressing Salad Piece of cake/slice Piece of whole fruit 350ml orange juice	50.0	pp		NZD 18.00	NZD 900.00
15:30 Menu to consist of:					
	Order#	Units	Consum	Price	Total
* Coffee Break : Tea & Coffee with decaf & water	50.0	pp		NZD 5.00	NZD 250.00
				NET	NZD 1,400.00
				SVC	NZD 0.00
				GST	NZD 210.00
				GROSS	NZD 1,610.00

ANT# 50	BEO# _____			
GUAR# 0	CHECK# _____			
ACTUAL# 0	AMT\$ _____			

Existing Classroom A/V Setup:

	Order#	Price	Total
* Presenter Desk/Chair	1	NZD 0.00	NZD 0.00
* Windows Desktop Computer, Data Projector, Screen	1	NZD 0.00	NZD 0.00
* Audio cable available	1	NZD 0.00	NZD 0.00
* Wired Internet at desk and Wireless in classroom		NZD 0.00	NZD 0.00
* MAC Users: Bring own converters and dongles		NZD 0.00	NZD 0.00
* TBA	0	NZD 0.00	NZD 0.00
TOTAL ORDER			NZD 0.00

EVENT TOTALS AND NOTES:

Grand Total F&B	NZD 1,610.00
Grand Total AV	NZD 0.00
Grand Total Room Rental	NZD 0.00
Grand Total Event	NZD 1,610.00
Grand Total Conversion (based on current rate of 1 NZD =	\$1,261.11
Coordination Fee	\$250.00
EVENT GRAND TOTAL	\$1,511.11

- 1 All costs are estimated until the Caterer has reviewed the order and confirmed pricing.
- 2 F&B Totals are based on estimated attendance. Should numbers change a revised cost quote will be provided
- 3 Currency conversion is based on current day rate and is subject to change.
- 4 Room Assignments are subject to change based on attendance numbers.
- 5 Guarantees for food functions are due by December 2. Numbers cannot be decreased after this date but can be increased. Final guarantees will be based on current registration numbers.