

YAPC Venue Requirements (June 2004)

Timeframe

- 3 days in length (Wed-Fri preferred, Mon-Wed possible)
- in June 2004, week not yet decided, latter weeks of the month preferred

Conference

- 1 general assembly auditorium for approx. 500 attendees with computer display projector, public address system
- 3 lecture rooms with seating for approx. 150 each room, must include computer display projectors, should include chalkboard and other classroom equipment
- 1 or 2 small organization rooms for speakers and conference organizers
- either 1 computer lab or a secure room that we can bring approx. 20 computers into to act as a computer lab
- a secure room for conference materials storage (including electronic equipment, e.g. data projectors, laptop computers)
- foyer/vestibule for conference registration and info-desk use throughout the conference
- "common area" for informal socialization of attendees; should adjoin the registration/info-desk area
- nearby parking
- internet availability in all areas of the conference through Ethernet and/or wireless networking (we can supply wireless equipment)
- all facilities should be accessible to disabled persons
- all facilities should be climate controlled (e.g. heated, air conditioned)

Catering & Meals

- breakfast, light lunch and snacks for up to 500 attendees, served at conference location
- one banquet dinner for all attendees
- banquet location requires public address system, and preferably nearby the conference location
- approx. 25% of conference attendees are vegetarian, and 5% are vegan; the menu for all meals must accommodate their needs
- other speciality meals (e.g. lactose-free, low-carbohydrates, no gluten, kosher) should be available through catering services

Accommodations

- residence rooms for approx. 250 conference attendees for 3 nights (remainder will stay in hotels or live locally)
- YAS can coordinate the list of attendees and pay in bulk
- possibility of extra nights before and after the conference (including the weekend) for attendees who want to stay longer in Toronto desirable
- both men and women attendees will need residence accommodation, though the majority will be men
- residence in close proximity to rest of conference desirable

Facility Access

- early morning until late evening for all 3 conference days
- available A/V and other support staff from venue provider
- access to facilities the day before the start of the conference to familiarize, set up, troubleshoot, etc.
- ability to put up small signs around the facility to direct conference attendees to rooms, etc.
- possibility for use of small meeting rooms in the day following the conference for spontaneous workgroups

Makeup of conference attendees

- between 400 and 500 attendees
- professional computer programmers, some senior-level university students
- estimated 25% Canadian, 70% American, small number from Europe

Information we need

- input on availability and cost of all items mentioned above
- we appreciate that we might have to find some items "a la carte" at other facilities within the university; not all items here are "must-haves"

For more information, contact

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