Bio-Rad

December 2, 2013

Re: sponsorship request

On behalf of the Organizing Committee for the 2014 Ontario Ecology, Ethology, and Evolution Colloquium (OE³C), I am writing to request your sponsorship of this event, which will be held at the University of Guelph on May 8-10, 2014.

The OE³C is an annual conference that, for the past 44 years, has brought together student researchers from throughout Southern Ontario to share their work in the related fields of ethology, ecology, and evolution in an intimate and constructive forum; and to make contact with faculty interested in recruiting promising young researchers. With its broad focus on such diverse topics as evolution, genetics, psychology, conservation, and environmental science, OE³C typically attracts young researchers, post-docs, and faculty from across Ontario and beyond.

OE³C is hosted each year by a different University in Southern Ontario. As one of Canada's top comprehensive research universities, The University of Guelph produces interesting research in each of the conference's major areas of focus, and we anticipate that all will be represented in 2014 by students from our Biology, Psychology, and other Departments. Furthermore, the conference will feature four plenary lectures delivered by a group of outstanding scientists whose research programs span the featured disciplines and will be of broad appeal to the delegates.

OE³C is organized each year by graduate student volunteers from the host institution; however, as the conference does not have a Society association, there are no 'seed' funds available to support it. Registration fees are traditionally kept as low as possible in order to encourage student participation, but this requires external support. We hope you will consider contributing to the success of this conference through sponsorship. Sponsorship funds could be used to help us maintain a low registration fee for students, or to directly fund a specific event (e.g., poster session, plenary talk, or student award); while donated products featuring the Bio-Rad logo could be used as student awards or included in delegate registration packages. In all cases, your support will be gratefully and publically acknowledged (i.e., on our webpage, in the conference program, and in addresses to attendees). For your information, please find attached the anticipated conference schedule and expected budget.

Thank you for considering our request for your sponsorship of OE³C 2014. Please do not hesitate to contact us if you require any additional information.

Sincerely,
Heather Kinkaid
OE³C 2014 Organizing Committee
Email: oe3c2014@gmail.com

OE³C 2014: Anticipated Conference Schedule

Thursday May 8, 2014

Time	Event
5:00 – 7:00 pm	Registration
7:00 – 8:30 pm	Opening remarks Plenary address #1

Friday May 9, 2014

Time	Event
8:00 – 9:00 am	Registration
9:00 – 10:00 am	Plenary address #2
10:00 – 10:30 am	Mid-morning break
10:30 – 12:00 pm	Concurrent talk sessions 1A and 1B
12:00 – 1:30 pm	Lunch break
1:30 – 3:00 pm	Concurrent talk sessions 2A and 2B
3:00 – 3:30 pm	Mid-afternoon break
3:30 – 4:30 pm	Plenary address #3
5:00 – 7:00 pm	Poster Session

Saturday May 10, 2014

Time	Event
9:00 – 10:15 am	Concurrent talk sessions 3A and 3B
10:15 – 10:45 am	Mid-morning break
10:45 – 12:00 pm	Concurrent talk sessions 4A and 4B
12:00 – 1:30 pm	Lunch break
1:30 – 3:00 pm	Concurrent talk sessions 5A and 5B
3:00 – 3:30 pm	Mid-afternoon break
3:30 – 4:30 pm	Plenary address #4
5:00 – 8:00 pm	Banquet dinner, awards, and closing remarks

ONTARIO ECOLOGY, ETHOLOGY, AND EVOLUTION COLLOQUIUM 2014: EXPECTED BUDGET

Expected attendance = 130 individuals

TRANSACTION	COST	DESCRIPTION
Venue		
Talk session rooms (May 9th/10th)	700.00	Thornborough 1200 ($200/day) and 1307 ($150/day) booked for two full days
Plenary speaker and opening reception room (May 8th)	908.38	Science Complex Atrium booked $400 + $503.38 setup/delivery fees from Conference Services
Poster session set-up (May 9th)	463.38	Thornborough concourse booked free, $463.38 setup/delivery fees from Conference Services
Venue Subtotal	**2,071.76**	
Food & Beverage		
Opening cocktail - finger foods (May 8th)	1,803.38	$10 per person from Hospitality Services + $503.38 setup/delivery fees from Conference Services
Opening cocktail - wine (May 8th)	800.00	$25/bottle wine; 32 orders (c. 1 bottle / 4 people)
Refreshments (May 9th/10th)	2,668.50	Breaktime coffee break packages (e.g. "Breakfast on the go" or "Cookie craze", both including snacks and coffee/tea) $3.25/person X 3 times/day X 2 days; 22.95 delivery charge per coffee break
Buffet lunch (May 9th)	2,694.45	$20.55/person; Entree, starch, salad, dessert, coffee/tea; delivery fee $22.95 from Conference Services
Poster session - wine and cheese (May 9th)	2,712.06	Cheese platter = $99.95, serves 20 people; wine = $25/bottle, 65 orders (c. 1 bottle / 2 people) + $463.38 setup/delivery fees from Conference Services
Dining Room Meal Lunch (May 10th)	1,729.00	$13.30/person; Entrée, 2 sides, dessert, beverage; no delivery fee
Food & Beverage subtotal	**12,407.39**	
Equipment		
AV	940.00	$185 per Thornborough room per day, $200 for Science complex atrium
Posterboards	250.00	10 boards at weekend rate
Registration tables	51.80	12.95 per table per day; two tables on Friday, one on each weekend day
Equipment subtotal	**1,241.80**	
Plenary Speakers		
Travel	700.00	$0 for Guelph (X1); $50 for non-Guelph, within driving range (X2); $600 for out-of-province (X1)
Accomodation	1,020.00	2 nights/plenary. $170/night = 170 X 2nights X 3 plenaries
Food & beverage	400.00	$100/plenary
Gifts	400.00	$100/plenary
Plenary subtotal	**2,520.00**	
Misc.		
Student Awards	200.00	$100/award; 2 awards (best talk; best poster)
Website Hosting	0.00	Free hosting via Guelph Computing & Communications Services
Bank account fees	120.00	$10/month; 12 months
Printing	156.00	8pg program; 15cents/page (double-sided); 130 copies
Misc. Subtotal	**476.00**	
TOTAL PROJECTED COSTS	**18,716.95**	