

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)
Accommodation	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	

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