

## Conference Schedule

### **Thursday, 2 May 2013**

<b>Time</b>	<b>Event</b>
<b>5:00 – 7:00 pm</b>	Registration
<b>7:00 – 8:30 pm</b>	Opening remarks Plenary – Dr. Bryan Neff (Western University)

### **Friday, 3 May 2013**

<b>Time</b>	<b>Event</b>
<b>8:00 – 9:00 am</b>	Registration
<b>9:00 – 10:00 am</b>	Plenary – Dr. Louis Lefebvre (McGill University)
<b>10:00 – 10:30 am</b>	Mid-morning break
<b>10:30 – 12:00 pm</b>	Concurrent talk sessions 1A and 1B
<b>12:00 – 1:30 pm</b>	Lunch break
<b>1:30 – 3:00 pm</b>	Concurrent talk session 2A and 2B
<b>3:00 – 3:30 pm</b>	Mid-afternoon break
<b>3:30 – 4:30 pm</b>	Plenary – Dr. Merritt Turetsky (University of Guelph)
<b>5:00 – 7:00 pm</b>	Poster Session

### **Saturday, 4 May 2013**

<b>Time</b>	<b>Event</b>
<b>9:00 – 10:15 am</b>	Concurrent talk sessions 3A and 3B
<b>10:15 – 10:45 am</b>	Mid-morning break
<b>10:45 – 12:00 pm</b>	Concurrent talk sessions 4A and 4B
<b>12:00 – 1:30 pm</b>	Lunch break
<b>1:30 – 3:00 pm</b>	Concurrent talk session 5A and 5B
<b>3:00 – 3:30 pm</b>	Mid-afternoon break
<b>3:30 – 4:30 pm</b>	Plenary – Dr. David Sherry (Western University)
<b>5:00 – 6:00 pm</b>	Awards and closing remarks



# OE3C 2013 Sponsorship Opportunities

## LEAD SPONSOR (over \$1500):

**In-Person Representation:** On-site promotional kiosk manned by company/organization representative.

**Oral Recognition:** Verbal recognition as sponsor during opening and closing remarks.

**Recognition on Print Materials:** Large company name and logo, sponsorship level, and short statement (e.g., company objectives) displayed in Conference Proceedings.

**Recognition on Marketing Materials:** Large company logo displayed on all OE3C communication and marketing tools.

**Recognition on the OE3C Website:** Large company name, logo, and web-link displayed prominently on the OE3C webpage.

## PLATINUM (\$1000):

**Oral Recognition:** Verbal recognition as sponsor during opening and closing remarks.

**Recognition on Print Materials:** Large company name and logo, sponsorship level, and short company statement (e.g., main objectives) displayed in Conference Proceedings.

**Recognition on Marketing Materials:** Large company logo displayed on all OE3C communication and marketing tools.

**Recognition on the OE3C Website:** Large company name, logo, and web-link displayed prominently on the OE3C webpage.

## GOLD (\$500):

**Oral Recognition:** Verbal recognition as sponsor during opening and closing remarks.

**Recognition on Print Materials:** Medium company logo and sponsorship level displayed in Conference Proceedings.

**Recognition on Marketing Materials:** Medium company logo displayed on all OE3C communication and marketing tools.

**Recognition on the OE3C Website:** Medium company logo and web-link on the OE3C webpage.

## SILVER (\$250):

**Recognition on Print Materials:** Small company logo displayed in Conference Proceedings.

**Recognition on the OE3C Website:** Small company logo and web-link on the OE3C webpage.

## BRONZE (\$100 or product donation):

**Recognition on the OE3C Website:** Small company logo and web-link on OE3C webpage.

**Oral Recognition (re. product donation):** Verbal recognition as sponsor at awards reception

**Student Award (money or product donation):**

**Recognition on the OE3C Website:** Small company logo and web-link on OE3C webpage.

**Oral Recognition (re. product donation):** Verbal recognition as prize sponsor at awards reception

**\*We are happy to discuss any form of sponsorship, the information above are suggestions based on previous OE3C meetings\***

## OE3C Conference Budget

### Venue Pricing - Huron University College, Western University, London ON

*\* all estimates based on 125 Delegates*

#### Costs Overview

Date	Room Bookings	A.V. Equipment	Food and Beverage	Misc. Expenses
02-May-13	\$ 395.00	\$ 250.00	\$ 1,351.35	\$ 3,540.00
03-May-13	\$ 1,035.00	\$ 500.00	\$ 4,509.65	\$ -
04-May-13	\$ 835.00	\$ 500.00	\$ 3,381.40	\$ -
Special credit	-\$ 640.00	-\$ 1,250.00	-\$ 204.00	\$ -
Sub-total	\$ 1,625.00	\$ -	\$ 9,038.40	\$ 3,540.00
Taxes	\$ 211.25	\$ -	\$ 1,174.99	\$ 460.20
<b>Total</b>	<b>\$ 1,836.25</b>	<b>\$ -</b>	<b>\$ 10,213.39</b>	<b>\$ 4,000.20</b>

Overall sub-total	\$14,203.40
Total taxes	\$1,846.44
Overall total	\$16,049.84

#### Projected Revenue From Delegates

Delegate Class	Early Registration Fee	Taxes	PayPal Deduction	Net per delegate	Estimated Number	Revenue
Undergraduate and Graduate students	\$ 80.00	\$ 10.40	\$ 2.40	\$ 67.20	105	\$ 7,056.00
Post-doc	\$ 90.00	\$ 11.70	\$ 2.70	\$ 75.60	5	\$ 378.00
Faculty/Other	\$ 100.00	\$ 13.00	\$ 3.00	\$ 84.00	15	\$ 1,260.00
<b>Total</b>					<b>125</b>	<b>\$ 8,694.00</b>

#### Budget Summary

Total Conference Costs	Delegate Revenue	Sponsorship	Total
\$16,049.84	\$ 8,694.00	\$ 1,500.00	<b>-\$ 5,855.84</b>

**Room Bookings**

Date	Room	Price	Use	Discount
02-May-13	V214 (amphitheatre)	\$ 395.00	Registration and Opening plenary	
03-May-13	V214 (amphitheatre)	\$ 395.00	Concurrent session room 1	
03-May-13	V208	\$ 295.00	Concurrent session room 2	\$ 100.00
03-May-13	International Lounge	\$ 145.00	Break room	\$ 120.00
03-May-13	Huron Room	\$ 200.00	Poster session room	\$ 200.00
04-May-13	V214 (amphitheatre)	\$ 395.00	Concurrent session room 1	
04-May-13	V208	\$ 295.00	Concurrent session room 2	\$ 100.00
04-May-13	International Lounge	\$ 145.00	Break room	\$ 120.00

**AV Equipment Bookings**

Date	Room	Price	Use	Discount
02-May-13	V214 (amphitheatre)	\$ 250.00	Opening plenary	\$ 250.00
03-May-13	V208	\$ 250.00	Session room	\$ 250.00
03-May-13	V214 (amphitheatre)	\$ 250.00	Plenary/Session	\$ 250.00
04-May-13	V208	\$ 250.00	Session room	\$ 250.00
04-May-13	V214 (amphitheatre)	\$ 250.00	Plenary/Session	\$ 250.00

## Food and Beverage

Date	Room	Price/unit	Units	Total (no taxes)	Includes	Discount
02-May-13		\$ 3.65	50	\$ 182.50	Breads and Spreads	
02-May-13		\$ 11.88	2	\$ 23.76	Stuffed mushrooms - Opening (4-10pm)	
02-May-13		\$ 11.88	2	\$ 23.76	Vegetable/Chicken Samosas - Opening (4-10pm)	
02-May-13		\$ 3.25	25	\$ 81.25	Fruit platter - Opening (4-10pm)	
02-May-13		\$ 12.29	2	\$ 24.58	Melon and Ham - Opening (4-1am)	
02-May-13		\$ 19.25	2	\$ 38.50	Beef/Chicken/Shrimp - Opening (4-10pm)	
02-May-13		\$ 17.00	6	\$ 102.00	Bartender	\$ 102.00
02-May-13		\$ 7.00	125	\$ 875.00	Drink ticket for opening mixer	
03-May-13	International Lounge	\$ 5.00	6	\$ 30.00	Morning - ice water	
03-May-13	International Lounge	\$ 1.45	125	\$ 181.25	Morning - coffee, tea	
03-May-13	International Lounge	\$ 3.80	125	\$ 475.00	Mid-morn -The Daybreak	
03-May-13		\$ 11.55	125	\$ 1,443.75	Lunch - The Traditional Style	
03-May-13	International Lounge	\$ 3.00	125	\$ 375.00	Afternoon - coffee, tea, soft drinks	
03-May-13	International Lounge	\$ 3.65	62	\$ 226.30	Afternoon - Market Fresh Fruit Platter	
03-May-13	International Lounge	\$ 3.55	62	\$ 220.10	Afternoon - The Vegetable Dip Platter	
04-May-13	International Lounge	\$ 4.65	125	\$ 581.25	Poster Session - Fresh Fruit and Cheese Platter	
03-May-13		\$ 17.00	6	\$ 102.00	Bartender	\$ 102.00
03-May-13		\$ 7.00	125	\$ 875.00	Drink ticket for poster session	
04-May-13	International Lounge	\$ 5.00	6	\$ 30.00	Morning - ice water	
04-May-13	International Lounge	\$ 1.45	125	\$ 181.25	Morning - coffee, tea	
04-May-13	International Lounge	\$ 3.80	125	\$ 475.00	Mid-morn -The Daybreak	
04-May-13		\$ 11.99	125	\$ 1,498.75	Lunch - BBQ #1	
04-May-13	International Lounge	\$ 3.00	125	\$ 375.00	Afternoon - coffee, tea, soft drinks	
04-May-13	International Lounge	\$ 3.65	62	\$ 226.30	Afternoon - Market Fresh Fruit Platter	
04-May-13	International Lounge	\$ 3.55	62	\$ 220.10	Afternoon - The Vegetable Dip Platter	
04-May-13	International Lounge	\$ 3.00	125	\$ 375.00	Closing - coffee, tea, soft drinks	

## Miscellaneous Conference Expenses

Item	Price
Plenary travel	\$ 1,000.00
Plenary accomodation	\$ 840.00
Plenary gifts	\$ 125.00
Poster board rentals	\$ 1,000.00
T-shirts	\$ 300.00
Programs	\$ 150.00
ID Badges	\$ 125.00
Total	\$ 3,540.00

## Sponsorship Funds Raised

Organization	Specified Use	Amount
Western Faculty of Science	General	\$ 750.00
Western Faculty of Social Science	General	\$ 250.00
Western Department of Biology	General	\$ 250.00
Western Department of Psychology	General	\$ 250.00
Psychology Graduate Student Association	Student Award	\$ 50.00
Western Society of Biology Graduate Students ( <i>unconfirmed</i> )	Student Award	\$ 100.00
Total		\$ 1,500.00