

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

**Expected attendance = 130 individuals**

TRANSACTION	COST	DESCRIPTION
<b>Venue</b>		
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	<b>2,071.76</b>	
<b>Food &amp; Beverage</b>		
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	<b>12,407.39</b>	
<b>Equipment</b>		
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	<b>1,241.80</b>	
<b>Plenary Speakers</b>		
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	<b>2,520.00</b>	
<b>Misc.</b>		
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	<b>476.00</b>	
<b>TOTAL PROJECTED COSTS</b>	<b>18,716.95</b>	