Pauline Sinclair Director, Office of Graduate Studies University of Guelph

December 2, 2013

Dear Ms. Sinclair,

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.

.

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 Graduate Studies 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**