**Academic and Campus Events Room Booking for OE3C**

***Shannon Meadley Dunphy, Ken Thompson, and Daniel Anstett***

***Programming and Communication Coordinators***

**Dates: May 6-7, 2016**

Below are the costs for the rooms that we currently have tentatively booked, Bahen 1170, 1180, 1160, and the atrium. The costs are based on the current reservation times, 8am-7pm for all three rooms, however once we have a better idea of the schedule we can shrink these hours a bit, especially for the larger plenary room.

ACE does not officially start booking for May until March (once the summer course schedule is made), so we should get an additional formal confirmation from the in early March. However the rooms are on hold for us as of November 26, 2015. The only reason we would loose our room bookings is if a course requires these rooms, however this seems unlikely, as most courses don’t start until May 16th.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Room** | **Size** | **Cost per hour** | | **Time needed** | | **Total cost** |
| *For concurrent sessions:* | | | | | | |
| Bahen 1180 | 130 | 15 | 8am-7pm X2 days | | | **$330** (22hour) |
| Bahen 1170 | 130 | 15 | 8am-7pm X2 days | | | **$330** (22hours) |
| Bahen 1190 could potentially be added if we want 3 concurrent sessions, same size & price | | | | | | |
| *For plenary speakers:* | | | | | | |
| Bahen 1160 | 278 | $21 | | 4+ hours, divided | | **$462** (22hours) |
| *For coffee breaks:* | | | | | | |
| Bahen atrium | ?? | n/a | | 2 full days | | The atrium appears to be included in the costs of other rooms |
| *For poster session:* | | | | | | |
| Old Vic | ?? | ?? | | 2 Hours + setup | | ?? |
| *Additional costs:* | | | | | | |
| Caretaking fees | n/a | $188 | | Saturday | **$188** | |
| AV setup | n/a |  | | 2 full days | **$25-$385** | |
| Food/drink |  |  | |  |  | |
|  |  |  | |  | **$1310**  **+poster room and AV** | |

**Additional Notes:**

We will need to separately book AV setup, it’s somewhat unclear how much we will have to pay, but since the rooms should all be equipped, I’d think it’d be on the lower end of the spectrum. This can be done much closer to the date.

**For A/V Costs:**

* “In order to request a/v equipment through the ACE, departmental account numbers are needed.”
* Default is $25 per booking (does that include all rooms and dates?)
* Assist for start-up: $20
* They also charge by item for more elaborate setups:
  + Data Projector = $25
  + Wired Microphone = $10
  + Wireless Microphone = $25
  + Sound Systems: If room equipped = Flat rate of $25 to access equipment
  + Weekend setup fee = $120
* Laptops/computers 🡪rent or use our own?
* Range between: $25 (just default) to $385 (if required to pay for everything for 2 days separately)