Answer from FOSS4G-ASIA 2018 Tsukuba team

We, OSGeo Japan Chapter (OSGeo.JP), reply to your question as follows.

1. About how much is the expected cost for the venue (rental cost, eventually additional expenses like insurance, security, etc.)?
 (-> Japan, Korea, Sri Lanka)

> Answer; The cost of venue is about $17,000 which include insurance, security and standard WiFi access. In addition, we will prepare additional high speed WiFi access. So, the total cost of venue is expected about $20,000.

2. Very often the number of local attendants is a lot higher than international visitors.
 How many attendants from your country do you expect (worst case and optimistic estimation)?
 (-> Japan, Korea, Sri Lanka)

> Answer; The case of annual FOSS4G conference in Japan, we have over 100 participants every year. So, in the worst case, we expected at least 70 participants from local community. In optimistic estimation, we expected 150 - 200 participants, if we can co-organize FOSS4G conference with GIS Association of Japan. And they think about it positively.

3. How much would be the maximum number of attendants you could manage? Is there a minimum number of attendants, when the event would cause financial problems?
 (-> Japan, Korea, Sri Lanka)

> Answer; The capacity of the largest room which we can prepare is about 320. So, we think maximum number of attendants is about 300 - 350. As described in the Letter of Intent, we have already saved funds for FOSS4G conference, about $40,000. In addition, Tsukuba city will support finance depend on attendance. So, from viewpoint of finance, minimum number of attendance is at least 100.

4. Do you have a rough proposal for conference admission (ie. ticket types and costs, handling of free tickets, cost for gala dinner, etc.)?   If costs are unknown yet (which is probably the case), what costs do you aim for.
 (-> Japan, Korea, Sri Lanka)

> Answer; Our current plan is below

Early Bird Participants	USD 150
Early Bird Students	UDD 75
Regular Participants	USD 200
Regular Students	USD 100
One Workshop	USD 50
Gala dinner	USD 80

5. Do you see difficulties with receiving Visa documents for foreign visitors?
  (-> Japan, Korea, Sri Lanka)

> Answer; We will plant outsourcing preparation and managing FOSS4G conference to PCO company. They have enough experience for inviting foreign attendance and preparation VISA. So, there is no reason to worry about that too much.

6. Does your venue and workshop facilities provide good access to internet, especially for foreigners, that cannot use mobile internet?
  (-> Japan, Korea, Sri Lanka)

> Answer; Of course, We will provide WiFi access not only standard WiFi access provided by conference venue, but also high speed WiFi access prepared by our own.

7. Your proposal has 2 "core" days for presentations. FOSS4G Europe for example usually has 3 presentation days. For an international conference, where international visitors usually
  spend significant time traveling, a longer event with a larger presentation program may be more attractive. It will also allow to accept more talk submissions and thus more participation. Have you considered an additional day for presentations? Would it be possible?
  (-> Japan, Korea, Sri Lanka)

> Answer; The venue, International Congress Center, have good facilities and hold conference very often. Unfortunately, the floor which we booked, are already booked another organization, tentatively. So, if there is a need additional day for presentation, we will search another place. In Tsukuba city, there are another conference room, research institute and university. We can prepare these places for additional day for presentation or workshop.

8. How many delegates from your local community participated in the last FOSS4G-Asia 2017 event
  (-> Japan, Korea, Sri Lanka)

Answer; Unfortunately, no one could not participate to FOSS4G-ASIA 2017. Because, January is the busiest period of our business and research. But OSGeo Japan chapter supported for the conference as a sponsor. And FOSS4G-ASIA 2014, approximately 10 people participated in the conference.

9. Have you already contacted some local chapters in Asia to garner their support for the event
   (-> Japan, Korea, Sri Lanka)

Answer; We didn't make a contact any other local chapters as OSGeo.JP. It depends on overlapping local chapter members in Asia and selection committee. But, we have strong relation between local chapters in ASIA, each other. We will ask them to support the conference after selection process.

10. Are you planning a special price for students and participants for low-income countries?
   (-> Japan, Korea, Sri Lanka)

Answer; Yes, in current plan, students fee is half of regular fee. We also plant to cheaper fee for low-income countries and devote a part of our sponsorship expenses to travel expenses.

11. In your proposal the main conference days are only weekdays. Do you think this will affect participation of local community members, that cannot get their employer's permission to attend the conference.
   (-> Korea, Japan)

Answer; FOSS4G is an essential and important tool of our community members in their business and research, and the companies we belong to, support OSGeo.JP as organization member. So, there is no reason for worry about this.

16. Why is your document named: "FOSS4G_ASIA2017_LoI_Tsukuba.pdf"? Why 2017? You propose to host a conference in 2018. This miss-naming of the "Letter of Intent" makes me wonder whether that means we can also expect other poor choices during the conference (tiny names on badges, errors in the printed conference program, lack of power outlets, complicated WiFi registration process).
   (-> Japan)

Answer; First of all, our apologies for incorrect title of LoI.

For organizing and preparing for FOSS4G-ASIA conference, we plan to entrust the operation to the PCO company. We intend to prevent mistakes and difficulties you are pointed out by consultation with them. Also, we select PCO considering what you pointed out. As for WiFi, as mentioned earlier, we will prepare high speed WiFi access and provide easy registration methods.