



**Open Source Geospatial Foundation  
Request for Proposals for Host Venue  
of Annual Conference in 2007**

**Solicitation Closes: Midnight 2006-12-01 UTC**

<http://www.timeanddate.com/worldclock/fixetime.html?year=2006&month=12&day=2&hour=0&min=0&sec=0>

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## **Background**

### **About OSGeo**

The Open Source Geospatial Foundation (<http://www.osgeo.org/>) is a not-for-profit organization whose mission is to support and promote the collaborative development of open geospatial technologies and data. The Foundation provides financial, organizational and legal support to the broader open source geospatial community. It also serves as an independent legal entity to which community members can contribute code, funding and other resources, secure in the knowledge that their contributions will be maintained for public benefit. OSGeo also serves as an outreach and advocacy organization for the open source geospatial community, and provides a common forum and shared infrastructure for improving cross-project collaboration. The Foundation's projects are all freely available and usable under OSI-certified open source licenses.

### **Conference History**

Traditionally, this conference has been the annual conference for the [EOGEO](#), [MapServer](#), and [GRASS GIS](#) communities. The following table lists the past affiliated conferences and their contacts (for more information on these past conferences see the appendices of this document).

Name	Date	Location	Description	Committee Contact
<a href="#">Free and Open Source Software for Geoinformatics</a> (FOSS4G)	09-12-06 to 09-15-06	Lausanne, Switzerland	Mainly EOGEO, MapServer, GRASS, Java communities	Luc Maurer ( <a href="mailto:luc.maurer@camptocamp.com">luc.maurer@camptocamp.com</a> )
<a href="#">Freie und Open Source Software für Geoinformationssysteme</a> (FOSSGIS)	03-29-06 to 03-30-06	Bonn, Germany	Mainly German MapServer community	Torsten Brassat ( <a href="mailto:brassat@geo-consortium.de">brassat@geo-consortium.de</a> )
<a href="#">Open Source Geospatial</a> (OSG)	06-16-05 to 06-18-05	Minneapolis, MN, USA	Mainly EOGEO, MapServer communities	Steve Lime ( <a href="mailto:steve.lime@dnr.state.mn.us">steve.lime@dnr.state.mn.us</a> )
<a href="#">Free/Libre and Open Source Software for Geoinformatics GIS-GRASS</a> (FOSS/GRASS)	09-12-04 to 09-14-04	Bangkok, Thailand	Mainly GRASS community	Venkatesh Raghavan ( <a href="mailto:grass_uc@gisws.media.osaka-cu.ac.jp">grass_uc@gisws.media.osaka-cu.ac.jp</a> )
<a href="#">Open Source GIS</a> (OSGIS)	06-09-04 to 06-11-04	Ottawa, ON, CA	Mainly MapServer community	Jeff McKenna ( <a href="mailto:jmckenna@dmsolutions.ca">jmckenna@dmsolutions.ca</a> )



## **Conference Description**

The Open Source Geospatial Foundation (OSGeo) aims for the 2007 conference to be **the** geospatial conference of the year. The 2007 conference will be the first OSGeo conference, and going along with the goal of the OSGeo foundation, this conference will promote open geospatial technologies and data. From past conference attendance (see appendices), you can see that the numbers have been growing quickly from anywhere from 200 to 500 people, and the hope is that the next conference will continue this momentum. For the 2007 conference we would ask that a host be able to handle up to 750 attendees, but ability to handle more would be an asset.

In terms of structure, past conferences have successfully included workshops, general sessions, and birds-of-a-feather sessions.

## **Support by OSGeo**

Generally speaking it is anticipated that the conference effort will be split into a local organizing committee responsible for all work on venues, and the OSGeo Conference committee. Traditionally the local conference committee did almost all the work, with the international steering committee providing external advice, and some support. As we move forward, we hope that the permanent conference committee can take on more work on program review, promotion and so on. But ultimately the success of the event depends on a local conference committee that can pull everything together.

OSGeo may also be in a position to provide some bridge funding and take on liability for conference shortfalls should attendance fall short. It is, however, intended that the conference be essentially revenue neutral after completion.

It may well happen that the conference is organized and run by a professional organizer, this again is up to your discretion.

## **Requirements**

Respondents interested in hosting the 2007 conference should provide information on:

1. The hosting location.
2. Available meeting facilities, number of conference rooms, size, pricing.
3. Available workshop facilities, number of rooms, computers per room, pricing. (note that computer labs are not required, and we are open to other options)
4. Available accommodations near conference location, pricing.
5. Size of conference that could be hosted effectively.
6. Supporting local organizations (companies, universities, user groups) and individuals that would be involved in the local conference committee, and a sense of their level of commitment.
7. Available local experience in conference organization and hosting.
8. Other relevant details (ie. plan to use professional conference organizing service, and approximate cost).

Respondents are not required to provide detailed financial details at this stage, but we need enough sense of facility costs to rough out expected attendee costs.

## **Evaluation Criteria**

The responses will be evaluated by the conference committee and a recommendation made for selection to the OSGeo board.

Criteria affecting selection will include:

- A sense of local capabilities (manpower, experience, commitment) to pull off the conference.
- Suitability of the hosting facilities for meetings.
- Ability to host several workshops at the same time.
- How many people could be hosted? Hopefully at least in the order of 750, more is an asset.
- Availability of a variety and quantity of accommodation (some cheap accommodation is desirable!).
- Reasonable access to an international airport.
- Cost for attendees. We hope to keep cost per participant under \$600 USD for the conference and workshops. We also desire some reasonably priced accommodation and, ideally, reasonable travel costs for most attendees.
- Interestingness of meeting locale. It is also desirable for the conference to move around.
- Involvement by the various sector types (local committee should include private and public sector interests).

## **Timing**

Because of the late release of this RFP, we are aware that the 2007 conference might have to be delayed past the usual time between June to September, to give enough time for attracting your sponsors. Please propose a date for the conference, as well as the reasoning for your date selection (keeping in mind of other conference conflicts in the industry as well).

## **Conference Naming**

As this is the first OSGeo conference, and as you can see there have been many variants on the conference name in the past, there is still a discussion on the actual name. For now assume that the conference will be the 'OSGeo 2007' conference, until the OSGeo Conference committee has made the final decision.

## **Communication**

General inquiries should be sent to the osgeo-conference mailinglist. Subscribe by emailing [dev-subscribe@conference.osgeo.org](mailto:dev-subscribe@conference.osgeo.org) and following the instructions returned. To read up on what has already been discussed please the [Mailing List Archives](#). Feel free to contact myself or past conference contacts as well.

A new OSGeo conference page is being developed at <http://community.osgeo.org/en/conference> which already contains important documents from several past conferences. The plan is for that site to be the home for the OSGeo Conference committee.

## **Appendix A. FOSS4G 2006 Conference Report**

Conference Name: FOSS4G 2006

Date: from September 12<sup>th</sup> to 15<sup>th</sup> 2006

Location: Lausanne, Switzerland

Organizing Committee Contact (including email):

Luc Maurer ([luc.maurer@camptocamp.com](mailto:luc.maurer@camptocamp.com))

*Note: the following financial numbers are in CHF (Swiss Francs)*

### **General Information**

#### *Attendance*

Type	Number of Attendees <b>Early</b>	Number of Attendees <b>Late</b>
General Sessions	284	245
Workshops	241	148
Exhibition Only	N/A	N/A
Social Event	240	107

\*registrant list, sponsorship documents and others can be found at:

<http://community.osgeo.org/en/conference/archives/foss4g>

#### *Conference Fees for 1 Individual*

	Early	Late
Conference + Workshops	CHF 300	CHF 350
Conference only	CHF 250	CHF 300
Workshops only	CHF 100	CHF 150
Exhibits Only	free	free
Social Event	CHF 40	CHF 100

## **Financial Information**

### *Sponsorship*

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Autodesk	CHF 30,000
Camptocamp	CHF 10,000
Tydac	CHF 10,000
ERDC	CHF 7,000
DM Solutions	CHF 7,000

### *Financial Report*

#### REVENUE

Type	Amount
Registration	CHF 95,318
Workshops	CHF 34,002
Exhibits	N/A included with sponsorship
Sponsorship	CHF 102,162
Social Event	CHF 17,681
Other	--
<i>Total</i>	CHF 249,162

#### EXPENSES

Type	Amount
Marketing (website, flyers, posters)	CHF 16,019
Administration (student helper staff salary, credit card fees, bank fees)	CHF 38,150
Venue (banners, conf. Book , badge, t-shirts, conf bag, misc. logistic)	CHF 30,717
Meals (coffee break, lunch, drinks)	CHF 67,707
Social Event	CHF 65,832
Misc. (OSGeo Board meeting, pre-conference staff lunch, Sol Katz award, gifts, video tapes,	CHF 18,734

animation, ...).	
<i>Total</i>	CHF 237,159

\*please include a more detailed financial report if possible

=> ***financial report is not completed and approved by the 2006 local committee so it cannot be included at this time and could be subject to small changes***

### Suggestions

- OSGeo Board meeting should be included into the RFP of the local committee.
- Demo Fest not parallel to other event (conference or workshops).
- Workshop price should be higher to offer better services and to give small compensation (free passes, gifts, money) to the workshop leaders.
- 2 categories for sponsorship was a good idea and was well understood by the companies.
- Early Social Event fees were too low. CHF 100 seems to be a good price for a social event as we offered, of course it depends on the type of social event that is organized.
- Local committee should pay an organization fee to the OSGeo Foundation.

## **Appendix B. FOSSGIS 2006 Conference Report**

Conference Name: FOSSGIS [http://www.fossgis.de/wiki/index.php/Main\\_Page](http://www.fossgis.de/wiki/index.php/Main_Page)

Date: March 29-30, 2006

Location: University of Bonn (Free of cost)

Organizing Committee Contact (including email): Torsten Brassat ([brassat@geo-consortium.de](mailto:brassat@geo-consortium.de))

All 10 members of the organizing committee can be contacted under: [fossgis@freegis.org](mailto:fossgis@freegis.org)

As every member of the organizing team worked on a volunteer basis, there were no costs for administration or other costs for staff or manpower. The work was an in-kind-contribution.

*Note: the following financial numbers are in Euros*

### **General Information**

#### *Attendance*

Type	Number of Attendees
General Sessions	345
Workshops	83
Exhibition Only	345
Social Event	96

\*Conference documents are found at: <http://community.osgeo.org/en/conference/archives/fossgis>

#### *Conference Fees for 1 Individual*

	Early	Late
Conference Pass	0	0
Workshops	99 €	99 €
Exhibits Only	0	0
Social Event	20 €	20 €

## **Financial Information**

### *Sponsorship*

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Autodesk	2,900 €
Geolock	580 €
lat/lon	580€
Topographics	580€
Camptocamp	350 €

As mentioned before there were companies providing in-kind-contribution to the conference as they organized it. In the organizing team were: Intevation, Mapmedia, IVU, CCGIS, terrestris, Geo-Consortium, GDF Hannover, University of Hannover.

E.g. Geo-Consortium / CCGIS provided more than 240 hours for organizing the conference. Therefore the organizing team members didn't give money in cash.

### *Financial Report*

#### REVENUE

Type	Amount
Registration	0
Workshops	8,300€
Exhibits	0
Sponsorship	6,500€
Social Event	1,900€
Other	0
<i>Total</i>	16,700€

## EXPENSES

Type	Amount
Marketing	300€
Administration	250€
Conference kit	1,900€
Venue	0€
Meals	3,900€
Social Event	2,200€
Misc.	250€
<i>Total</i>	8,800€

## **Sponsoring conditions for companies**

### **I. 250 € to 500 €:**

- Sponsor linked on FOSSGIS Homepage
- Company profile or product information to put in the conference kit
- One poster in the exhibit hall

### **II. minimum 500 €**

- See point I.
- One place in the exhibit hall, 9 square meters (table, chairs, poster panel, electricity, Internet)

### **III. minimum 2.500,00 €**

- See point II.
- Linked as main sponsor at [www.fossgis.de](http://www.fossgis.de) and in the conference kit
- Company banner in the foyer and in the auditorium
- Other possibilities are negotiable

### **IV. Other Sponsoring**

Sponsoring of the social event, lunch, coffee or cookies

- Sponsor linked at FOSSGIS Homepage
- Linked as sponsor at [www.fossgis.de](http://www.fossgis.de) and in the conference kit
- Other possibilities are negotiable

**Appendix C. OSG 2005 Conference Report**

Conference Name: OSG '05  
 Date: June 16-18, 2005  
 Location: Minneapolis, MN USA  
 Organizing Committee Contact (including email): Steve Lime (steve.lime@dnr.state.mn.us)

*Note: the following financial numbers are in US \$*

**General Information**

*Attendance*

Type	Number of Attendees
General Sessions	310
Workshops	150-200
Exhibition Only	N/A
Social Event	125

\*contact Jeff McKenna for full registrant list

*Conference Fees for 1 Individual*

	Early	Late
Conference Pass	\$175 USD	\$225 USD
Workshops	\$25 USD each (inc. EOGEO)	N/A
Exhibits Only	N/A	N/A
Social Event	\$25 USD	N/A

**Financial Information**

*Sponsorship*

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Camptocamp	Platinum
DM Solutions Group	Platinum
ER Mapper	Platinum
Geo-Consortium	Platinum



US Army Corps of Engineers

Unadvertised (\$2,500 I believe)

\*sponsorship document and others are available at:  
<http://community.osgeo.org/en/conference/archives/osg05>

*Financial Report*

REVENUE

Type	Amount
Registration	\$57,000 USD including workshops
Workshops	
Exhibits	
Sponsorship	\$23,000 USD
Social Event	
Other	
<i>Total</i>	\$80,000 USD with some debt still outstanding

EXPENSES

Type	Amount
Marketing	\$9,000 USD meeting materials for participants \$1,500 USD keynote expenses \$2,000 USD speaker gifts and door prizes
Administration	\$3,000 USD registration costs \$11,000 USD University overhead \$9,000 USD staffing before and during
Venue	\$2,500 USD
Meals	\$38,000 USD
Social Event	
Misc.	\$1,500 USD
<i>Total</i>	\$77,500 USD

## **Appendix D. FOSS/GRASS 2004 Conference Report**

Conference Name: FREE AND OPEN SOURCE SOFTWARE FOR GEOINFORMATICS/ GIS - GRASS USERS CONFERENCE 2004 (FOSS/GRASS 2004)

Date: September 12-14 2004

Location: Chulalongkorn University, Bangkok Thailand

Organizing Committee Contact (including email): grass\_uc@gisws.media.osaka-cu.ac.jp

*Note: the following financial numbers are in US \$*

### **General Information**

#### *Attendance*

Type	Number of Attendees
General Sessions	150
Workshops	150
Exhibition Only(Poster)	150
Social Event(Welcome and farewell party)	100

#### *Conference Fees for 1 Individual*

	Early	Late
Conference Pass	US\$60 (International)	US\$180
Workshops	Included in registration fee	Included in registration fee
Exhibits Only	Included in registration fee	Included in registration fee
Social Event	Food included in registration fee, alcoholic beverages paid separately	Food included in registration fee, alcoholic beverages paid separately

## **Financial Information**

### *Sponsorship*

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Osaka City University	US\$2,000
Japan-Vietnam Geoinformatics Consortium	US\$2,000
Chulalongkorn university	US\$1,500
Orkney Inc.	US\$1,000

### *Financial Report*

#### REVENUE

Type	Amount
Registration	US\$7,000 (Discount for host country participants and waiver for some participants)
Workshops	Nil
Exhibits	Nil
Sponsorship	US\$6,500
Social Event	Nil
Other	Nil
<i>Total</i>	US\$13,500

#### EXPENSES

Type	Amount
Marketing (Poster, brochure, CD etc)	US\$3,000
Administration	US\$3,000
Venue	US\$1,500+In-kind support from Chulalongkorn University
Meals	US\$2,000
Social Event	Nil
Misc. (Conference kit, partial support for some participants)	US\$4,000
<i>Total</i>	US\$13,500

\*please include a more detailed financial report if possible (NOT AVAILABLE)

### **Suggestions**

Use this space for your suggestions for future OSGeo conferences.

- Travel support for some participants must be considered
- Reduced registration fee for students and some participants
- Best Paper Award, Best Poster Award
- Best Student paper, Best Student Poster Award
- Attendees must be requested to fill in OSGeo membership forms and automatically become members of OSGeo



**Appendix E. OSGIS 2004 Conference Report**

Conference Name: OSGIS – Open Source GIS Conference and MapServer User Meeting

Date: June 9-11, 2004

Location: Ottawa, Canada

Organizing Committee Contact: Jeff McKenna, [jmckenna@dmsolutions.ca](mailto:jmckenna@dmsolutions.ca)

*Note: the following financial numbers are in CAN \$*

**General Information**

*Attendance*

Type	Number of Attendees
General Sessions	210
Workshops	130
Exhibition Only	3
Social Event	152

\*contact Jeff McKenna for full registrant list

*Conference Fees for 1 Individual*

	Early	Late
Conference Pass	\$315	\$360
MapServer User Meeting only	\$180	\$220
Workshops	Included	Included
Student Pass		\$90 (reduced access) or \$180
Exhibits Only		\$20
Social Event		1 pass included, \$30 extra passes

## **Financial Information**

### *Sponsorship*

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
DM Solutions Group	\$15,000 (platinum)
Tydac.ch	\$5,000 (silver)
CamptoCamp	\$3,000 (bronze)
GeoConnections	\$3,000 (bronze)

\*sponsorship documents and others are available at:

<http://community.osgeo.org/conference/archives/osgis04>

### *Financial Report*

#### REVENUE

Type	Amount
Registration	\$67,710
Workshops	--
Exhibits	\$2,500
Sponsorship	\$26,000
Social Event	--
Less discounts	\$15,779
<i>Total</i>	\$80,431

#### EXPENSES

Type	Amount
Marketing	\$15,849
Administration	\$1,523
Venue	\$10,510
Meals	\$16,074
Social Event	\$9,508
Transportation	\$1,795
Event Planner	\$15,000
<i>Total</i>	\$70,259

## **Suggestions**

- we provided transportation from hotel to conference, and this is a requirement for future conferences
- we gave registrants the ability to choose their top 4 workshops to attend
- we made sure each night had a social event, even if it was just an arranged place to meet at after hours, and this made the conference a success (in terms of feedback)
- we used a LIVECD for the Linux workshops
- our downfall financially is that we started looking for sponsors too late
- we had a special student registration price, and this was very popular
- our venue costs were very high because we had to rent the space from the university