Open Source Geospatial Foundation
Request for Proposals for Host Venue
of Annual Conference in 2009

Solicitation Closes: Midnight 2008-01-12 UTC
http://www.timeanddate.com/worldclock/fixedtime.html?
year=2008&month=1&day=12&hour=0&min=0&sec=0

Submission: Electronically in PDF form to the conference email list:
mailto:conference_dev@lists.osgeo.org

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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, FOSS4G and its predecessors have been the annual conference for the GeoServer (http://geoserver.org/), MapServer (http://mapserver.gis.umn.edu/), and GRASS GIS (http://grass.itc.it/) communities. The following table lists the past and upcoming affiliated conferences and their contacts (for more information on these past conferences see the appendices of this document).

Name	Date	Location	Description	Committee Contact
Free and Open Source Software for Geospatial (FOSS4G)	09-24-07 to 09-27-07	Victoria,BC Canada	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Paul Ramsey (pramsey@refractions.net)
Freie und Open Source Software für Geoinformations systeme (FOSSGIS)	03-12-07 to 03-15-07	Berlin, Germany	Mainly German MapServer community	Georg Lösel (georg.loesel@grass-verein.de)
Free and Open Source Software for Geoinformatics (FOSS4G)	09-12-06 to 09-15-06	Lausanne, Switzerland	Mainly EOGEO, MapServer, GRASS, Java communities	Luc Maurer (luc.maurer@camptocamp.com)
Freie und Open Source Software für Geoinformations systeme (FOSSGIS)	03-29-06 to 03-30-06	Bonn, Germany	Mainly German MapServer community	Torsten Brassat (brassat@geo-consortium.de)
Open Source Geospatial (OSG)	06-16-05 to 06-18-05	Minneapolis, MN, USA	Mainly EOGEO, MapServer communities	Steve Lime (steve.lime@dnr.state.mn.us)
Free/Libre and Open Source Software for Geoinformatics GIS-GRASS (FOSS/GRASS)	09-12-04 to 09-14-04	Bangkok, Thailand	Mainly GRASS community	Venkatesh Raghavan (grass_uc@gisws.media.osaka-cu.ac.jp)
Open Source GIS (OSGIS)	06-09-04 to 06-11-04	Ottawa, ON Canada	Mainly MapServer community	Jeff McKenna (jmckenna@dmsolutions.ca)

Conference Description

The Open Source Geospatial Foundation (OSGeo) aims for the 2009 conference to be **the** geospatial conference of the year.   The 2009 conference will be the third OSGeo conference, and going along with the goal of the OSGeo foundation, this conference will promote open source 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 700 people, and the hope is that the next conference will continue this momentum. For the 2009 conference we would ask that a host be able to handle up to 1000 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 will take on financial responsibility, including bridge funding and absorbing shortfalls, should attendance fall short of conservative budgeted estimates (to be agreed on early in the planning process).

In return, it is expected that the conference will be budgeted to produce some revenue ($20K) for OSGeo, using conservative expected attendance and sponsorship estimates.

It may well happen that the conference is assisted by a professional organizer, this is up to your discretion.

Requirements

Respondents interested in hosting the 2009 conference should provide information on:

1. Your reasons for hosting the conference, and your goals for FOSS4G.
   a) How will your conference succeed financially?
   b) How will your conference succeed socially?
   c) How will your conference provide open source education?
   d) How will your conference promote open source geospatial?

2. The hosting location.
   a) What city will the conference be in, what is interesting about it?
   b) What venue will the conference be in, what are the number of rooms available, seating, and associated pricing?
   c) Available workshop facilities, number of rooms, computers per room, pricing, strategy for providing workshop facilities.
   d) Available rooms for additional small business meetings.
   e) What accommodations are available? Where are they relative to the venue? Pricing? Quantity?
   f) What is the maximum size your venue could entertain? The minimum?

3. The hosting organization and local community.
   a) 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.
   b) Local organizing committee.
   c) Local open source development and implementation activity, interest and enthusiasm for open source geospatial in your region.
   d) How do you plan to manage/organize work and relations with OSGeo (especially with the conference, board, and visibility committees)?

4. The budget.
   a) What is your budget? Expenses for venue, food, marketing, audio-visual, network access, etc
   b) What is your expected attendance? Why? Where do you think delegates will come from?
   c) What is your expected sponsorship? Why? Do you have local potential sponsors already identified? At what levels?

5. The program.
   a) Provide a high-level view of the program, indicating number of tracks, size of tracks, workshops, size of workshops, and other features of your program. Indicate the number of presentations, posters, and workshops you expect to accept.
   b) What social events will be part of the schedule?
   c) What dates do you expect to run the conference? Are they adjustable?

6. Other
   a) Other relevant details (ie. do you plan to use professional conference organizing service, and approximate cost).

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, understanding of details) to pull off the conference.
- A sense of the reliability and plausibility of budget estimates provided.
- Suitability of the proposed facilities for hosting a conference.
- Ability to host several hands-on workshops.
- Size of conference that could be hosted? (Up to 1000 comfortably, more an asset.)
- Availability of a variety and suitable quantity of accommodation (some cheap accommodation is also desirable).
- Reasonable transportation to and around the conference venue.
- 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. Note: please include all prices in USD in your proposal, and please specify a currency date in your proposal (e.g. USD January 1st 2008).
- 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).
- Does the conservative budget estimate result in a reasonable profit.

Budget

A budget template is available to download at
http://www.osgeo.org/sites/osgeo.org/files/webfiles/conference/rfp/2009/osgeo-conference-budget-template.ods (in Open Office format). Note that a budget is required for the submission, but it does not need to follow the template. This template is available for assistance during your planning. Please provide your budget in US dollars, as of January 1, 2008.

Timing

Past FOSS4G conferences have been held between June to September but any other date is possible, as long as you give yourself enough time to attract 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

The conference name will be 'FOSS4G 2009 presented by OSGeo'. Other variants of the name may be considered, for translation purposes.

Submission Format and Method

The proposal must be submitted in Portable Document Format (PDF). Please contact the OSGeo conference committee if creating a document in this format is a problem for you.

Email your submission to the conference email list (see next section for subscription help). Note that some sensitive sections of your proposal (such as budgeting) can be submitted privately (to Jeff McKenna).

Committee Decision Method

OSGeo conference committee members will individually order the proposals from best to worst based on their subjective judgement of the proposal. The final selection will be determined by aggregating the individual orderings. The evaluation criteria have no fixed weighting and are used as a general guide.

Committee Question Period

A period between the solicitation closing date and the decision date will be used by the committee to ask for further information regarding proposals; the question period will be from 01/11/08 to 01/25/08. During this time a general meeting may be called through IRC to discuss the various proposals with the bidders, in an open forum.

Committee Decision

Members of the OSGeo conference committee will vote after the question period ends to select the best proposal based on the evaluation criteria. Exact voting results will not be released. The conference committee chair will then propose the location to the OSGeo board, who must formally approve of the decision.

The final decision will be announced on February 1st, 2008.

Communication

Mailing List

General inquiries should be sent to the OSGeo conference email list. To join this list please go to the subscription page (http://lists.osgeo.org/mailman/listinfo/conference_dev) and follow the instructions provided.   To read up on what has already been discussed please the mailing list archives (http://lists.osgeo.org/pipermail/conference_dev/).   Feel free to email Jeff McKenna or past conference contacts as well.

Instant Messaging

Conference committee members are also available by instant messaging, through Internet Relay Chat (IRC). Here are the connection details:

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Server: irc.freenode.net
Channel: #foss4g
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Home Web Page

The OSGeo conference page exists at http://www.osgeo.org/conference/ which contains important documents from several past conferences. This is the home for the OSGeo Conference committee.

Important Dates

Solicitation closes: 01/11/08
Question Period: 01/11/08 to 01/25/08
Decision: 02/01/08

Appendix A. FOSS4G 2007 Preliminary Conference Report

Conference: FOSS4G 2007
Date: September 24-27, 2007
Location: Victoria, British Columbia, Canada
Contact: Paul Ramsey <pramsey@refractions.net>

IMPORTANT NOTE: Final numbers are still being compiled by the conference management company (Sea to Sky).

General Information

*Conference documents are found at: http://www.osgeo.org/conference/archives/foss4g

Attendance

Type	#of Attendees	# Early Bird	# Regular
Conference	400	197	203
Conference & Workshops	324	274	50
Exhibition Only	N/A	N/A	N/A
Social Event	400	N/A	N/A

Note, 110 registrations were complimentary (volunteers, committee members, some plenary speakers).

*attendee information will be made available to the winning committee

Conference Fees for 1 Individual

	Early	Late
Conference	$395CAD	$565CAD
Conference & Workshops	$575CAD	$820CAD
Exhibits Only	N/A	N/A
Conference One Day	$185CAD	$265CAD
Workshops Only	$200CAD	$300CAD
Student Conference	$225CAD	$325CAD
Student Conference & Workshops	$365CAD	$485CAD
Social Event	$50CAD	$50CAD

Financial Information

Sponsorship

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Autodesk	$25,000USD
GeoConnections Canada	$15,000USD
Google	$10,000USD
DM Solutions Group	$10,000USD
Refractions Research	$10,000USD

See www.foss4g2007.org for full list of sponsors.

Financial Report

(These numbers are still preliminary, but should be good to +/- 10%.)

REVENUE

Type	Amount
Conference Registration	$140,000CAD
Conference & Workshops Registration	$170,000CAD
Exhibitors	$5,000USD
Sponsors	$115,000USD
Social Event	$20,000CAD
Other	N/A
Total	~$450,000CAD

EXPENSES

Type	Amount
Marketing	$40,000CAD
Administration	$11,000CAD
Venue	$128,000CAD
Meals	$110,000CAD
Social Event	$33,00CAD
Misc.	$69,000CAD
VAT	$23,000CAD
Total	$414,000CAD

*detailed report will be included in the final report from the management company

Suggestions

http://wiki.osgeo.org/index.php/FOSS4G2007_Lessons_Learned

Appendix B. FOSSGIS 2007 Conference Report

Conference Name: FOSSGIS 2007 (Freie und Open Source Software für Geoinformationssysteme)
Date: 13. - 15. March 2007
Location: Germany, Berlin, Humboldt-University, Erwin-Schrödinger Zentrum
Organizing Committee Contact (including email): FOSSGIS-Commitee
(torsten.brassat@wheregroup.com, georg.loesel@grass-verein.de)

Note: the following financial numbers are in Euros

General Information

*Conference documents are found at: http://www.osgeo.org/conference/archives/fossgis

Attendance

Type	Number of Attendees
General Sessions	~250
Workshops	~100
Exhibition Only	
Social Event	~80

Conference Fees for 1 Individual (Currency €, Euro)

	Early	Late
Conference Pass	free	free
Workshops	80 Euro	80 Euro
Exhibits Only		
Social Event	20 Euro	20 Euro

Financial Information

Sponsorship

Sponsor Name	Amount/Level
Autodesk	2500,00
latlon (Bonn)	500,00
Nolte	500,00
GDF Hannover	250,00
GIN e.V.	250,00
Delphi IMM	250,00
Huethig	250,00
R3 GIS	250,00
GDV	250,00
Kreis Recklinghausen	250,00

Financial Report

REVENUE

Type	Amount
Registration	-
Workshops	12.860,00
Exhibits	-
Sponsorship	5.690,00
Social Event	1.600,00
Other	
Total	20.150,00

EXPENSES

Type	Amount
Marketing	1796,98
Administration	
Venue	874,65
Meals (Including Social Event)	6499,98
Social Event	
Misc.	
Total	0

Lot of work, mainly administration, was handled by members of different companies (MapMedia, Delphi IMM, terrestris, WhereGroup, Intevation) and organisations (GRASS-Anwender-Vereinigung GAV). This work had been substituted through naming on the sponsorship page.

Appendix C. FOSS4G 2006 Conference Report

Conference Name: FOSS4G 2006
Date: from September 12th to 15th 2006
Location: Lausanne, Switzerland
Organizing Committee Contact (including email):
     Luc Maurer (luc.maurer@camptocamp.com)

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

General Information

Attendance

Type	Number of Attendees **Early**	Number of Attendees **Late**
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://www.osgeo.org/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	--
Total	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, animation, ...).	CHF 18,734
Total	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 D. 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://www.osgeo.org/conference/archives/osg05

Financial Report

REVENUE

Type	Amount
Registration	$57,000 USD including workshops
Workshops	
Exhibits	
Sponsorship	$23,000 USD
Social Event	
Other	
Total	$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
Total	$77,500 USD

Appendix E. 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, Bankok 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 documents (including the financial report) are found at:
http://www.osgeo.org/conference/archives/grass04

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
Total	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 Chulalongkron University
Meals	US$2,000
Social Event	Nil
Misc. (Conference kit, partial support for some participants)	US$4,000
Total	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 F. 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

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://www.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
Total	$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
Total	$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