Open Source Geospatial Foundation

Request for Proposals for
Annual Conference in 2016

Solicitation Closes: 23:00 UTC on 2015-01-09
http://www.timeanddate.com/worldclock/fixedtime.html?
year=2015&month=01&day=09&hour=23&min=0&sec=0

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

Jeff McKenna
OSGeo President
P.O. Box 446
Lunenburg, NS, Canada
B0J 2C0
+1.902.529.1238
email: jmckenna@osgeo.org

Last updated: 2014-12-11

Table of Contents

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

Originally, FOSS4G and its predecessors have been the annual conference for the GeoServer (http://geoserver.org/), MapServer (http://mapserver.org), and GRASS GIS (http://grass.itc.it/) communities, but the goal of OSGeo is to ensure that new conferences present a balanced mix of projects, as communities develop. 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)	2015-09-14 to 2015-09-19	Seoul, South Korea	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Sanghee Shin (shshin@gaia3d.com)
Free and Open Source Software for Geospatial (FOSS4G)	2014-09-08 to 2014-09-12	Portland, OR, USA	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Darrell Fuhriman (darrell@garnix.org)
Free and Open Source Software for Geospatial (FOSS4G)	2013-09-17 to 2013-09-21	Nottingham, UK	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Steven Feldman (shfeldman@gmail.com)
Free and Open Source Software for Geospatial (FOSS4G)	2011-09-12 to 2011-09-16	Denver, CO, USA	General open source GIS. MapServer, QGIS, GRASS,	Peter Batty (peter.batty@gmail.com)

			PostGIS, MapGuide, GeoTools, GeoServer, etc.	
[Freie und Open Source Software für Geoinformations systeme](#) (FOSSGIS)	2011-04-05 to 2011-04-07	Heidelberg, Germany	Mainly German MapServer community	Georg Lösel (georg.loesel@fossgis.de)
[Free and Open Source Software for Geospatial](#) (FOSS4G)	2010-09-06 to 2010-09-09	Barcelona, Spain	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Lorenzo Becchi (lbecchi@osgeo.org)
[Free and Open Source Software for Geospatial](#) (FOSS4G)	2009-10-20 to 2009-10-23	Sydney, Australia	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Cameron Shorter (cameron.shorter@gmail.com)
[Freie und Open Source Software für Geoinformations systeme](#) (FOSSGIS)	2009-03-17 to 2009-03-19	Hannover, Germany	Mainly German MapServer community	Georg Lösel (georg.loesel@fossgis.de)
[Free and Open Source Software for Geospatial](#) (FOSS4G)	2008-09-29 to 2008-10-03	Cape Town, South Africa	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Gavin Fleming (gavinjfleming@gmail.com)
[Free and Open Source Software for Geospatial](#) (FOSS4G)	2007-09-24 to 2007-09-27	Victoria,BC Canada	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Paul Ramsey (pramsey@cleverelephant.ca)
[Freie und Open Source Software für Geoinformations systeme](#) (FOSSGIS)	2007-03-12 to 2007-03-15	Berlin, Germany	Mainly German MapServer community	Georg Lösel (georg.loesel@fossgis.de)
[Free and Open Source Software for Geoinformatics](#) (FOSS4G)	2006-09-12 to 2006-09-15	Lausanne, Switzerland	Mainly EOGEO, MapServer, GRASS, Java communities	Claude Philipona ([claude.philipona@camptoca mp.com](mailto:claude.philipona@camptocamp.com))
[Freie und Open Source Software für Geoinformations systeme](#) (FOSSGIS)	2006-03-29 to 2006-03-30	Bonn, Germany	Mainly German MapServer community	Georg Lösel (georg.loesel@fossgis.de)
Open Source Geospatial	2005-06-16	Minneapolis,	Mainly EOGEO,	Steve Lime

(OSG)	to 2005-06-18	MN, USA	MapServer communities	(steve.lime@state.mn.us)
Free/Libre and Open Source Software for Geoinformatics GIS-GRASS (FOSS/GRASS)	2004-09-12 to 2004-09-14	Bangkok, Thailand	Mainly GRASS community	Venkatesh Raghavan (venka.osgeo@gmail.com)
Open Source GIS (OSGIS)	2004-06-09 to 2004-06-11	Ottawa, ON Canada	Mainly MapServer community	Jeff McKenna (jmckenna@gatewaygeomatics.com)
Open Source Free Software GIS - GRASS	2002-09-11 to 2002-09-13	Trento, Italy	Mainly GRASS community	Paolo Zatelli (paolo.zatelli@ing.unitn.it)

Conference Description

The Open Source Geospatial Foundation (OSGeo) aims for the 2016 conference to be **the** geospatial conference of the year. The 2016 conference will be the eleventh global 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, and the hope is that the next conference will continue this momentum. For the 2016 conference we would ask that a host be able to handle up to 1000 attendees.

Conference Structure

Previous FOSS4G conferences have had the following general components:

- One to two days of workshops. Workshops are generally 3.5 hour instructional sessions, in a computer lab setting. Workshop instructors provide software, data, and materials in exchange for free conference admission. Attended by 200 to 300 people, depending on facilities.

- Three days of the "main conference". Opening and closing plenary sessions with all attendees at the start and end. Sometimes additional plenary sessions at the start and/or end of conference days. Approximately six to nine parallel tracks of presentations, with each presentation consisting of a 20-25 minute talk, 5 minutes of Q&A, and 5 minutes of transition time between talks. Attended by 500-900 people, depending on conference attendance.

- An "academic track", with paper selection organized by an academic committee and a venue for publication of proceedings.

- An "ice breaker" event on the evening before the first day. Usually held in a large bar or restaurant, but could be in any venue that allowed for easy mixing and mingling.

- A "banquet" event on the evening of the second day. Usually held in a "showcase" venue, examples have included: art museum, castle, harbor cruise, cultural restaurant.

- The Sol Katz Award, presented during the closing plenary session. The award is selected and presented by the Sol Katz committee, the conference organizers need only include 15 minutes in the closing plenary schedule for the presentation.

- The OSGeo Annual General Meeting. Held in a venue suitable for about 200 people. Interested OSGeo members hear from local chapters, the board, and other speakers on the state of OSGeo. Held either the day before the conference, or on the final day after the closing plenary.

- Birds of Feather Sessions. Held after the days presentations, groups self-organize to discuss topics of common interest.

- OSGeo Directors Face-to-Face Meeting. Held before or after the conference, in a board room or meeting room provided by the conference organizers.

- A code sprint, usually held after the conference. Interested developers join together for a day of programming on their open source projects.

More Conference Information

Before formulating a letter or proposal, we suggest you review the web sites and programs of past FOSS4G events, as well as the wiki entries for those events:

- Conference sites:
  https://2015.foss4g.org, https://2014.foss4g.org, http://2013.foss4g.org, http://2011.foss4g.org, http://2010.foss4g.org, http://2009.foss4g.org, http://2008.foss4g.org, http://2007.foss4g.org, http://2006.foss4g.org

- Lessons learned pages:
  http://wiki.osgeo.org/wiki/FOSS4G2007_Lessons_Learned,
  http://wiki.osgeo.org/wiki/FOSS4G2008_Lessons_Learned,
  http://wiki.osgeo.org/wiki/FOSS4G_2009_Lessons_Learned,
  http://wiki.osgeo.org/wiki/FOSS4G_2010_Lessons_Learned,
  http://wiki.osgeo.org/wiki/FOSS4G_2011_Lessons_Learned,
  http://wiki.osgeo.org/wiki/FOSS4G_2012_Lessons_Learned,
  http://wiki.osgeo.org/wiki/FOSS4G_2013_Lessons_Learned,
  http://wiki.osgeo.org/wiki/FOSS4G_2014_Lessons_Learned (in progress)

- Document repository. Includes past bids, program books, sponsorship prospectuses, logo files, etc.
  http://svn.osgeo.org/osgeo/foss4g

- FOSS4G Cookbook (under development): http://wiki.osgeo.org/wiki/FOSS4G_Handbook

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. Ultimately the success of the event depends on a strong 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 and managed to produce earnings for OSGeo.

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

Application Process

The OSGeo conference committee has decided to solicit proposals from specific regions each year. For 2016, the event will be aimed at Europe (and the 2017 event will be focused on North America).

Stage 1: Letter of Intent

"Letters of Intent" will be accepted from potential Local Organizing Committees (LOC) in Europe. If there are no submissions from groups in that region, letters from any region around the world will then be solicited.

Requirements

"Letters of Intent" are limited to a maximum of two (2) pages, and should answer the following questions:

1. Who is your conference chair?
2. Who else is on your local organizing committee (LOC)?
3. What is the experience of your committee members with similar events?
4. What is your venue? (include access to Internet, room sizes, maximum attendees)
5. What is the price range and general location of your proposed accommodations? (hotels)
6. Are you partnering with other local organizations?
7. What makes FOSS4G in your proposed location compelling?

Due Date

Submit your letters by 23:00 UTC on 2015-01-09 (http://www.timeanddate.com/worldclock/fixedtime.html?year=2015&month=01&day=09&hour=23&min=0&sec=0) electronically in PDF form to the conference email list: conference_dev@lists.osgeo.org

Committee Question Period

A period between the letter of intent closing date and the Stage 1 decision date will be used by the committee to ask for further information regarding the potential bids; the question period will be from 2015-01-10 to 2015-01-18. Questions will be asked on the conference_dev email list.

Committee Decision

If more than one letter of intent is received, members of the OSGeo conference committee will vote by each selecting a single letter as their choice. A letter must receive the backing of at least two members to move on to the bid stage. Exact voting results will not be released. The committee reserves the right to extent the selection deadline and solicit additional proposals at its discretion.

Selected letters will be announced on 2015-01-19.

Stage 2: Bid Submission

Once your letter of intent has been accepted you must then submit a full proposal, as outlined next. If only one letter is received in Stage 1, a full proposal is still required.

Requirements

Stage 2 respondents interested in hosting the 2016 conference should provide information on:

1. Your reasons for hosting the conference, and your goals for FOSS4G.
   - (a) How will your conference succeed financially (making a profit)?
   - (b) How will your conference succeed socially (giving people the unstructured space and time to meet and engage with one another)?
   - (c) How will your conference provide open source education (providing good training opportunities to new users)?
   - (d) How will your conference promote open source geospatial software (bringing new organizations into the open source community)?

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 board and conference 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?
   (d) Provide a list of local/regional/international conferences around the selected date that are viewed as competition or could provide synergy.

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 (number of volunteers, committee members, 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)
- Availability of a variety and suitable quantity of accommodation (some inexpensive accommodation is also desirable).
- Reasonable transportation to and around the conference venue.
- Cost for attendees. We hope to keep cost per participant under $650 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 2015-01-01).
- Interestingness of meeting locale.
- 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://svn.osgeo.org/osgeo/foss4g/rfp/2016/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 2015-02-20.

Timing

The past three conferences have been held in the month of September, and some continuity is

desirable. However, other dates are 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 2016 presented by OSGeo'. Other variants of the name may be considered, for translation purposes.

Conference Logo

For continuity, the conference logo used must contain a variation of the FOSS4G "ribbon". You can also view how past organizing committees used the ribbon in their design at www.foss4g.org

Hosting OSGeo's Annual General Meeting (AGM)

In addition to the regular conference program, space should be allocated for the AGM, which is a completely open meeting (no registration is required). A room with the ability to hold approximately 50 percent of the conference attendees should be available, for a single half-day session. For example, the 2007 AGM was held after the workshops, on the day before the beginning of the conference.

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 <jmckenna@osgeo.org>).

Due Date

Submit your full proposals by 23:00 UTC on 2015-02-20 (http://www.timeanddate.com/worldclock/fixedtime.html?year=2015&month=02&day=20&hour=23&min=0&sec=0) electronically in PDF form to the conference email list: conference_dev@lists.osgeo.org

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 2015-02-21 to 2015-02-28. Questions will be asked on the conference_dev email list.

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. In the case of a tie, the Conference Committee chair's vote will used to resolve the tie.

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 2015-03-01.

Establishing the Local Organizing Committee

Following the committee's decision, there is a process of establishing a local organizing committee (LOC) which will include both local organizers and representatives of OSGeo. The LOC will be expected to operate within a budget framework to be approved by the OSGeo board.

Attendee Contact Information

Attendee contact information from previous conferences will be made available to the winning committee.

Communication

Conference organizing companies in particular have sometimes been uncomfortable working with OSGeo because of our internet oriented communications. When engaging with OSGeo to prepare your bid, join the mailing list and chat rooms so you can get the answers and feedback you need.

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 Bart van den Eijnden 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:

```
Server: irc.freenode.net
Channel: #osgeo
```

You can connect directly to IRC through your Web browser: http://webchat.freenode.net/

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.

Communications by Successful Committee

Participants in OSGeo projects and committees come from all parts of the globe, so the primary means of collaboration and communication used by OSGeo are mailing lists and the OSGeo wiki (http://wiki.osgeo.org). It is expected that these tools will also be used for the collaboration and communications needed to organize the FOSS4G 2016 conference.

Important Dates

Letters of Intent (Stage 1) due:	2015-01-09 (23:00 UTC)
Stage 1 question period:	2015-01-10 to 2015-01-18
Stage 1 decision:	2015-01-19
Proposals (Stage 2) due:	2015-02-20 (23:00 UTC)
Stage 2 question period:	2015-02-21 to 2015-02-28
Final decision:	2015-03-01

Appendix A. FOSS4G 2014 Conference Report

Conference Name: **FOSS4G 2014**
Date: **Sept 8-13, 2014**
Location: **Portland, OR, USA**
Organizing Committee Contact (including email): **Darrell Fuhriman**, darrell@garnix.org

Note: please specify the type of currency you are referring to throughout the document

General Information

Attendance

Type	Number of Attendees
General Sessions	870 Full Conference Equivalents
Workshops	933 half day seats
Exhibition Only	N/A
Social Event	650

*if possible, please attach the full registrant list

Conference Fees for 1 Individual

	Early	Late
Conference Pass	USD 650	USD 750
Workshops	USD 100/half day	USD 150/half day
Exhibits Only	N/A	N/A
Social Event	Included in full registration, $65 for additional Tickets	Included in full registration, $65 for additional Tickets

Financial Information

Sponsorship

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Google	Gold/ USD 15,000
Amazon	Silver/USD 7,500
CartoDB	Silver/USD 7,500
Boundless	Silver/USD 6,750 (early discount)
Esri	Silver/USD 6,750 (early discount)

*please attach the public sponsorship document (describing possible levels)

Financial Report

THESE ARE PRELIMINARY NUMBERS

REVENUE

Type	Amount
Registration	USD 458,795
Workshops	USD 113,388.49
Exhibits	
Sponsorship	USD 98,500
Social Event	N/A
Other	
Total	USD 676,549.49

EXPENSES

Type	Amount
Marketing	USD 17,700
Administration	USD 63,148
Venue	USD 357,574.10
Meals	(included above)

Social Event	(included above)
Misc.	See attached report
Total	485446.01

*for a detailed financial report of the 2014 event, please contact Jeff McKenna privately for the spreadsheet.

Suggestions

http://wiki.osgeo.org/wiki/FOSS4G_2014_Lessons_Learned (work in progress)

Appendix B. FOSS4G 2013 Conference Report

Conference Name: **FOSS4G 2013**
Date: **September 17-21, 2013**
Location: Nottingham**, United Kingdom**
Organizing Committee Contact (including email): **Steven Feldman** (shfeldman@gmail.com)

Note: please specify the type of currency you are referring to throughout the document: **UK Pounds (£)**

General Information

Attendance

Type	Number of Attendees
General Sessions	Thurs 19th - 799, Fri 20th - 797, Sat 21st - 736
Workshops	Booked for 8 hrs - 88, booked for 16 hrs - 99
Exhibition Only	n/a
Social Event	Pre event Ice Breaker on 18th - 163, Gala Night on 19th - 722, Closing Party on 21st - 133

Conference Fees for 1 Individual

	Early (rates inc UK sales tax at 20% i.e. this is what a delegate paid)	Late (rates inc UK sales tax at 20% i.e. this is what a delegate paid)
Conference Pass (full conference 3 days inc social event Single Day pass	£350 £135	£435 £165
Workshops (choices could be from either day) 8 hours 16 hours	£60 £120	£75 £150
Exhibits Only	n/a	n/a
Social Events Ice Breaker Gala Night (free with full conference pass, chargeable for day delegates £55)	£35 Free to full delegates £30	£35 Free to full delegates £30

Closing Party

Notes
- The prices above represent what delegates paid including UK sales tax of 20% we received 83% of these rates
- About 60% of delegates took advantage of early bird rates
- We offered accommodation in university rooms (£50) or the on site hotel (£140) and about half of the delegates booked through us.
- Delegates could book 8 or 16 hours of workshops and then select the sessions they wished to attend across the 2 days
- Most delegates booked the full conference package which included the Gala Night

Financial Information

Sponsorship

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Ordnance Survey	Diamond - £25,000 plus sales tax
UK Met Office	Diamond - £25,000 plus sales tax
Google	Gold - £10,000 plus sales tax
Sopra	Gold - £10,000 plus sales tax
Envitia	Gold - £10,000 plus sales tax
Eclipse LocationTech	Gold - £5,000 plus sales tax plus the provision of video recording staff, equipment and service for the whole of the conference

*please attach the public sponsorship document (describing possible levels) See
http://2013.foss4g.org/sponsorship-opportunities/sponsorship-packages/index.html

Financial Report

REVENUE

Type	Amount
Registration (includes charges for on site accommodation)	£346,015
Workshops (income not separated and included in above but estimated at £15,000)	
Exhibits	0
Sponsorship	£138,694
Social Event (included in conference fee, very few bookings by day delegates)	
Other	
Total	£487,709

EXPENSES

Type	Amount
Marketing (Web site, t-shirts, programme book, delegate gifts, signage etc)	£20,102
Administration (travel, insurance registration service, credit card fees, PCO fee at 5% of costs)	£44,914
Venue (includes meals, catering for social events, on site accommodation)	£278,163
Meals (inc in venue above)	
Social Event (main cost was catering included in venue above) costs of entertainers	£4,785
Misc. (GeoCamp - Marquee)	£26,171
Contingency for late bills received	£3,000
Total	£377,456
Surplus	£107,252
Donations (AGI £7,500, OSGeo UK Chapter £7,500, Others £1,000)	£16,000
Returned to OSGeo Foundation	£91,252 (approx $146,000)

Notes
- We did not directly pay to rent the venue or the computer labs for the workshops, the charge was incorporated in the daily delegate fee which included lunches, drinks and the use of the venue. The cost per delegate per day was £57 plus sales tax)

- the cost per delegate for the Ice Breaker dinner and drinks was £28
- The cost per delegate for the gala night dinner and drinks was £35

<u>Suggestions</u>

http://wiki.osgeo.org/wiki/FOSS4G_2013_Lessons_Learned

Appendix C. FOSS4G 2011 Conference Report

Conference Name: **FOSS4G 2011**
Date: **September 12-16, 2011**
Location: **Denver, Colorado, USA**
Organizing Committee Contact (including email): **Peter Batty** (peter.batty@gmail.com)

Note: please specify the type of currency you are referring to throughout the document: **U.S. Dollars**

General Information

Attendance

Type	Number of Attendees
General Sessions	893
Workshops	482
Exhibition Only	10
Social Event	331

Conference Fees for 1 Individual

	Early	Late
Conference Pass	499	649
Workshops	99	149
Exhibits Only	Free (Booth Personnel)	Free (Booth Personnel)
Social Event	99	99

Financial Information

Sponsorship

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
ESRI	30000/Platinum
Radiant Blue	30000/Platinum
Google	15000/Gold
OpenGeo	15000/Gold
Mapquest	7500/Silver

*please attach the public sponsorship document (describing possible levels)

http://svn.osgeo.org/osgeo/foss4g/2011/documents/FOSS4G2011DenverSponsorship.pdf

SPONSORSHIP LEVELS	Platinum $30K	Gold $15K	Silver $7.5K	Bronze $1.5K
Name and logo featured in conference promotions and advertisements	●	●	●	●
Recognition on conference home page with logo and link to your site	●	●	●	●
Exclusive sponsorship of one lunch, exhibit space with priority placement, confirmed speaker slot	●			
Ad in conference program	Full page	Half page	Quarter page	
Conference passes (workshops excluded)	6	4	2	1

WE ARE OFFERING A 10% DISCOUNT TO ALL SPONSORS WHO SIGN UP AND PAY BY JANUARY 31, 2011

ESTIMATES ONLY – FROM MAY 2011, based on 800 attendees

REVENUE

Type	Amount
Registration	311280
Workshops	123360
Exhibits	20000
Sponsorship	100000
Social Event	43560
Other	
Total	598200

EXPENSES

Type	Amount
Marketing	11250
Administration	7500
Venue	0 – based on certain occupancy levels and food purchases
Meals	157893 – in conf catering, inc. workshop days
Social Event	43560
Misc.	342682
Total	562885

Suggestions

http://wiki.osgeo.org/wiki/FOSS4G_2011_Lessons_Learned

Appendix D. FOSSGIS 2011 Conference Report

Conference Name: FOSSGIS 2011
Date: **5. to 7. April 2011**
Location: Heidelberg (Germany)
Organizing Committee Contact (including email):info@fossgis.de
FOSSGIS e.V., OpenStreetMap Community and Open Source Geospatial Foundation (OSGeo) in cooperation with the Department for Geoinformatic of the Geographic Institute of the University of Heidelberg

All prices in Euro €

General Information

Attendance

Type	Number of Attendees
General Sessions	> 400
Workshops	> 200
Exhibition Only	
Social Event	125

*if possible, please attach the full registrant list

Conference Fees for 1 Individual

	Early	Late
Conference Pass		120
Workshops		100
Exhibits Only		Not applied
Social Event		45

Financial Information

Sponsorship

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
disy	silver
Omniscale	silver
geops	silver
FOSS Academy	silver
intevation	silver
GIN e.V.	silver

*please attach the public sponsorship document (describing possible levels)
http://www.fossgis.de/konferenz/wiki/2011#Sponsoren_.26_Aussteller
http://www.fossgis.de/konferenz/wiki/2011/Sponsoren_und_Aussteller

Financial Report

REVENUE

Type	Amount
Registration	18000
Workshops	24400
Exhibits	
Sponsorship	10000
Social Event	5600
Other	
Total	56000

EXPENSES

Type	Amount
Marketing	5400
Administration	2000

Venue	
Meals	10000
Social Event	5600
Misc.	2500
Total	25500

*please include a more detailed financial report if possible

<u>Suggestions</u>

Use this space for your suggestions for future OSGeo conferences.

Appendix E. FOSS4G 2010 Conference Report

Conference Name: FOSS4G Barcelona
Date: September 6-9, 2010
Location: Barcelona
Organizing Committee Contact (including email):

Local Organizing Committee
Lorenzo Becchi (Chair). Board member of the OSGeo Spanish Chapter
lbecchi@osgeo.org

Jordi Guimet. Director of the Catalan SDI (IDEC)
jordi.guimet@icc.cat

Irene Compte. Executive Director, Urbiotica S.L.
irene@sigte.udg.es

Lluís Vicens. Geographic Information Systems and Remote Sensing Service (SIGTE) of the University of Girona
lluis@sigte.udg.es

Cárol Puig. Lecture of Geomatics at Universitat Politécnica de Catalunya (UPC)
carol.puig@upc.edu

Oscar Fonts. Geographic Information Research Group, Universitat Jaume I, Castelló
oscar.fonts@gmail.com

Note: please specify the type of currency you are referring to throughout the document. EUROS

General Information

Attendance

Type	Number of Attendees
General Sessions	830 (including invited speakers, one day registrations, students and no shows (43)
Workshops	282
Exhibition Only	54
Social Event (Congress dinner)	333

*full registration list is available from Lorenzo Becchi

Conference Fees for 1 Individual

	Early	Late
Conference Pass	360€	465€
Workshops	175€	200€
Exhibits Only	Free	Free
Social Event	70€	70€

Financial Information

Sponsorship

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Prodevelop. Integración de tecnologías	17.391€ / Platinum
Autodesk	10.000€ / Gold
Instituto Geográfico Nacional (IGN of Spain)	10.000€ / Gold
Servicio Regional del Instituto Geográfico Nacional en Catalunya	10.000€ / Gold
Google	10.000€ / Gold

*please attach the public sponsorship document (describing possible levels)

http://svn.osgeo.org/osgeo/foss4g/2010/documents/sponsorship-prospectus-09122009.pdf

Financial Report

REVENUE

Type	Amount
Registration	294.028€
Workshops	47.640€
Exhibits	99.399€
Sponsorship	Included in Exhibits
Social Event	21.000€

Other: Grants	4.800€
Total	458.588€ (credit card expenses deducted)

EXPENSES

Type	Amount
Marketing (decoration, programme, etc)	40.004€
Administration (General Secretariat)	31.048€
Venue (venue, AV, hostesses)	186.069€
Meals	(included in the social program)
Social Event (social program: coffee, lunch, dinner)	119.921€
Misc.	49.175€
Total	426.216€

Suggestions

http://wiki.osgeo.org/wiki/FOSS4G_2010_Lessons_Learned

Appendix F. FOSS4G 2009 Conference Report

Conference Name: **FOSS4G 2009**
Date: **20th – 23rd October 2009**
Location: **Sydney Convention Centre, Sydney, Australia**
Organizing Committee Contact (including email): **Cameron Shorter** (cameron.shorter@gmail.com)

Note: please specify the type of currency you are referring to throughout the document: Australian Dollar

General Information

Attendance

Type	Number of Attendees
General Sessions	436
Workshops	189
Exhibition Only	20 (+ 8 complimentary)
Social Event	190 (+10 complimentary)

*if possible, please attach the full registrant list

Conference Fees for 1 Individual

	Early	Standard	Onsite
Full	$725	$935	$1145
Student	$460	$620	$780
Day Only	$410	$570	$725
Workshop Only	$375	$375	N\A
Exhibit Only	$350	$350	$350
Social Event	$150	$150	$150

Financial Information

Sponsorship

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Autodesk	$15,000
Ingres	$15,000
OpenGeo	$15,000
Australian Bureau of Meteorology	$13,670
CSIRO, ESRI Inc, 52North, ERDAS, OpenGeo, latlon, Jacobs University, STFC/UCAR/Unidata, LisaSoft/Arcdec	$4,000

*please attach the public sponsorship document (describing possible levels)

http://2009.foss4g.org/downloads/FOSS4G_Sponsorship_Exhibition_Document.pdf

Financial Report

REVENUE

Type	Amount
Registration	303,765
Workshops	Unknown (Included in Other?)
Exhibits	28,490
Sponsorship	83,734
Social Event	Unknown (Included in Other?)
Other	123,570
Total	539,559

EXPENSES

Type	Amount
Marketing	Approx 18,000
Administration	Approx 72,000 includes (PCO fees)

Venue	Approx 60,770 (Including Code Sprint)
Meals	Approx 65, 691 (Including Code Sprint)
Social Event	850 (Booking Fee) All costs paid directly by delegates
Misc.	Approx 52,000 (Workshops)
AV & Internet	Approx 50,326
Total	Fixed (267,704) Variable (177,759) Total: **445, 463**

*please contact Jeff McKenna to obtain a more detailed financial report of this event

Suggestions

http://wiki.osgeo.org/wiki/FOSS4G_2009_Lessons_Learned

Appendix G. FOSSGIS 2009 Conference Report

Conference Name: FOSSGIS 2009
Date: **17.-19. March 2009**
Location: Leibnuz University Hannover
Organizing Committee Contact (including email): FOSSGIS-Committee (georg.loesel@fossgis.de)
http://www.fossgis.de/konferenz/wiki/Organisationsteam_2009

General Information

Attendance

Type	Number of Attendees
General Sessions	ca. 500
Workshops	ca. 250
Exhibition Only	ca. 500
Social Event	ca. 150

Conference Fees for 1 Individual

	Early	Late
Conference Pass	Free	Free
Workshops	100 Euro	100 Euro
Exhibits Only	Free	Free
Social Event	30 Euro	30 Euro

Financial Information

Sponsorship

Sponsor Name	Amount/Level
lat/lon GmbH	500 Euro
Delphi IMM	500 Euro
in medias res	500 Euro
52° North	500 Euro
Andreas Hocevar	500 Euro

Financial Report

REVENUE

Type	Amount
Registration	0.00 €
Workshops	25,074.00 €
Exhibits	0.00 €
Sponsorship	4,000.00 €
Social Event	4,350.00 €
Other	20.00 €
Total	**33,444.00 €**

EXPENSES

Type	Amount
Marketing	1,666.20 €
Administration	1,416.26 €
Venue	308.80 €
Personnel	1,457.19 €
Meals	4,222.73 €
Social Event	7,562.10 €
Proceedings	2,465.75 €
Misc.	869.76 €Ꝉ

Total	**19,968.79 €**

Appendix H. FOSS4G 2008 Conference Report

Conference Name: FOSS4G 2008
Date: September 29 – October 4
Location: Cape Town, South Africa
Organizing Committee Contact (including email): Gavin Fleming (gavinjfleming@gmail.com)

Note: please specify the type of currency you are referring to throughout the document
(R = ZAR = South African Rand)

General Information

Attendance

Type	Number of Attendees
General Sessions	550
Workshops	270
Exhibition Only	n/a (271 attended only the conference, no workshops) The exhibition was open to all registrants.
Social Event	308

*if possible, please attach the full registrant list

Conference Fees for 1 Individual

	Early	Late
Conference Pass	See below	
Workshops		
Exhibits Only		
Social Event	n/a	R 390.00

Earlybird - conference + workshops   4900.00 (ZAR)

Earlybird - conference only   2900.00 (ZAR)

Conference + workshops   5900.00 (ZAR)

Conference only   3900.00 (ZAR)

Daily registration (1 day)   1200.00 (ZAR)

Daily registration (2 days)   2400.00 (ZAR)

Daily registration (3 days)   3600.00 (ZAR)

Half day (workshops and tech visits only)   650.00 (ZAR)

Full discount (conference only)   0.00 (ZAR)

Half discount (conference only)   1950.00 (ZAR)

Late registration (conference + workshops) 6200.00 (ZAR)

Late registration (conference only)   4100.00 (ZAR)

exhibitor pass (free)   0.00 (ZAR)

exhibitor pass (extra) 1950.00 (ZAR)

paid exhibition stand worker 1000.00 (ZAR)

Financial Information

Sponsorship

Please include your top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Autodesk	R250 000 / Platinum
SITA	R100 000 / Gold
Google	R106 000 / Silver
US Army Corps of Engineers	R55 000 / Silver
GIMS	R40 000 / Silver

* both Google and US Army amounts were supposed to be R40 000 but converted to the above amounts due to the exchange rate when the payments came through.

*please attach the public sponsorship document (describing possible levels) (full prospectus included)

Financial Report

REVENUE

Type	Amount
Registration	R1 868 949
Workshops	(R514 750 of the total registration amount)
Exhibits	R362 900
Sponsorship	R643 106
Social Event	in/out, no profit
Other	GISSA provided bridging finance
Total	R2 874 955

EXPENSES

Type	Amount
Marketing	R56 822
Administration	R393 124
Venue + meals	R2 090 618
Social Event	Off budget - in/out
Misc.	R113 258
Total	R2 654 693

*please include a more detailed financial report if possible (full report attached)

Suggestions

Use this space for your suggestions for future OSGeo conferences.

See http://wiki.osgeo.org/wiki/FOSS4G2008_Lessons_Learned

More at:

wiki: http://wiki.osgeo.org/wiki/Category:FOSS4G2008

website: http://foss4g2008.org

Appendix I. FOSSGIS 2008 Conference Report

Conference Name: FOSSGIS 08
Date: 1. bis 3. April 2008
Location: Freiburg (im Breisgau), Germany
Organizing Committee Contact: FOSSGIS-Committee (georg.loesel@fossgis.de)
http://www.fossgis.de/konferenz/wiki/Organisationsteam_2008

General Information

Attendance

Type	Number of Attendees
General Sessions	> 400
Workshops	130
Exhibition Only	> 400
Social Event	ca. 150

Conference Fees for 1 Individual

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

Financial Information

Sponsorship

Top 5 sponsors and their amount:

Sponsor Name	Amount/Level
Autodesk	2500 Euro
lat/lon GmbH	500 Euro
regioData	500 Euro
IVU Traffic Technologies	500 Euro
Lehmanns Buchhandlung	500 Euro

*public sponsorship document available at: http://www.osgeo.org/conference/archives/fossgis

Financial Report

REVENUE

Type	Amount
Registration	-
Workshops	17,676.15 Euro
Exhibits	-
Sponsorship	7,350.00 Euro
Social Event	2,760.00 Euro
Other	
Total	**27,786.15 Euro**

EXPENSES

Type	Amount
Marketing	-7,390.5 Euro
Administration	
Venue	-4,586.02 Euro
Meals	-6,945.15 Euro
Social Event	-4,296.8 Euro
Misc.	-743.25 Euro

Total	**-23,961.72 Euro**

*more detailed financial report available at: http://www.osgeo.org/conference/archives/fossgis

Suggestions

Use this space for your suggestions for future OSGeo conferences.

It would very helpful to have some spreadsheet / database / Software, which helps us with the handling of participants, workshops, billings, reports etc.
We actual working with some spreadsheets and a Wiki. A consistent system where we can handle all administrative stuff for the conference would be great.
Do you have any suggestions or experience with system X or system Z?

I attached a spreadsheet (available at http://www.osgeo.org/conference/archives/fossgis) which reflects the changes on our bank account, I have not real "report" by click, due to the problem described above.
The spreadsheet is meant to raise the transparency of our work rather than to report.

Appendix J. FOSS4G 2007 Conference Report

Conference: FOSS4G 2007
Date: 2007-09-24 to 2007-09-27
Location: Victoria, British Columbia, Canada
Contact: Paul Ramsey (pramsey@cleverelephant.ca)

General Information

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

Attendance

Type	#of Attendees	# Early Bird	# Regular
Conference	254	116	138
Conference & Workshops	309	264	45
Exhibition Only	N/A	N/A	N/A
Social Event	406	N/A	N/A

Note: 109 registrations were complimentary (volunteers, committee members, some plenary speakers).

Conference Fees for 1 Individual

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

Financial Information

Sponsorship

Sponsor Name	Amount/Level
Autodesk	25,000 USD
GeoConnections Canada	15,000 USD
Google	10,000 USD
DM Solutions Group	10,000 USD
Refractions Research	10,000 USD
Safe Software	10,000 USD
Leica Geosystems	10,000 USD
Integrated Land Management Bureau	10,000 USD
ESRI	5,000 USD
Orkney	5,000 USD
Sierra Systems	5,000 USD

Financial Report

REVENUE

Type	Amount
Conference Registration	140,000 CAD
Conference & Workshops Registration	170,000 CAD
Exhibitors	8,000 USD
Sponsors	115,000 USD
Social Event	20,000 CAD
Other	N/A
Total	~450,000 CAD

EXPENSES

Type	Amount
Marketing	30,000 CAD
Administration	8,000 CAD
Venue	120,000 CAD
Meals	108,000 CAD
Management	50,000 CAD
VAT	17,000 CAD
Total	~330,000 CAD

*detailed report compiled by the conference management company can be found at:
http://www.osgeo.org/sites/osgeo.org/files/webfiles/conference/archives/foss4g/2007/foss4g2007_Final_Report_public.pdf

Suggestions

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

Appendix K. FOSSGIS 2007 Conference Report

Conference Name: FOSSGIS 2007 (Freie und Open Source Software für Geoinformationssysteme)
Date: 2007-03-13 to 2007-03-15
Location: Germany, Berlin, Humboldt-University, Erwin-Schrödinger Zentrum
Organizing Committee Contact: FOSSGIS-Committee (georg.loesel@fossgis.de)
http://www.fossgis.de/konferenz/wiki/Organisationsteam_2007

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 Euro
latlon (Bonn)	500,00 Euro
Nolte	500,00 Euro
GDF Hannover	250,00 Euro
GIN e.V.	250,00 Euro
Delphi IMM	250,00 Euro
Huethig	250,00 Euro
R3 GIS	250,00 Euro
GDV	250,00 Euro
Kreis Recklinghausen	250,00 Euro

Financial Report

REVENUE

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

EXPENSES

Type	Amount
Marketing	1796,98 Euro
Administration	
Venue	874,65 Euro
Meals (Including Social Event)	6499,98 Euro
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 L. FOSS4G 2006 Conference Report

Conference Name: FOSS4G 2006
Date: from 2006-09-12 to 2006-09-15
Location: Lausanne, Switzerland
Organizing Committee Contact: Claude Philipona (claude.philipona@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

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

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 M. OSG 2005 Conference Report

Conference Name: OSG '05
Date: 2005-06-16 to 2005-06-18
Location: Minneapolis, MN USA
Organizing Committee Contact: Steve Lime (steve.lime@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

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

Sponsor Name	Amount/Level
Camptocamp	Platinum
DM Solutions Group	Platinum
ER Mapper	Platinum
Geo-Consortium	Platinum
US Army Corps of Engineers	Unadvertised (2,500 USD 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 N: FOSS/GRASS 2004 Conference Report

Conference Name: FREE AND OPEN SOURCE SOFTWARE FOR GEOINFORMATICS/ GIS - GRASS USERS CONFERENCE 2004 (FOSS/GRASS 2004)
Date: 2004-09-12 to 2004-09-14
Location: Chulalongkorn University, Bankok Thailand
Organizing Committee Contact: 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	60 USD (International)	180 USD
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

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

Financial Report

REVENUE

Type	Amount
Registration	7,000 USD (Discount for host country participants and waiver for some participants)
Workshops	Nil
Exhibits	Nil
Sponsorship	6,500 USD
Social Event	Nil
Other	Nil
Total	13,500 USD

EXPENSES

Type	Amount
Marketing (Poster, brochure, CD etc)	3,000 USD
Administration	3,000 USD
Venue	1,500 USD +In-kind support from Chulalongkron University
Meals	2,000 USD
Social Event	Nil
Misc. (Conference kit, partial support for some participants)	4,000 USD
Total	13,500 USD

*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 O. OSGIS 2004 Conference Report

Conference Name: OSGIS – Open Source GIS Conference and MapServer User Meeting
Date: 2004-06-09 to 2004-06-11
Location: Ottawa, Canada
Organizing Committee Contact: Jeff McKenna (jmckenna@gatewaygeomatics.com)

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

Conference Fees for 1 Individual

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

Financial Information

Sponsorship

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

*sponsorship documents and others are available at: http://www.osgeo.org/conference/archives/osgis04

Financial Report

REVENUE

Type	Amount
Registration	67,710 CAD
Workshops	--
Exhibits	2,500 CAD
Sponsorship	26,000 CAD
Social Event	--
Less discounts	15,779 CAD
Total	80,431 CAD

EXPENSES

Type	Amount
Marketing	15,849 CAD
Administration	1,523 CAD
Venue	10,510 CAD
Meals	16,074 CAD
Social Event	9,508 CAD
Transportation	1,795 CAD
Event Planner	15,000 CAD
Total	70,259 CAD

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