

Conference Name: **Early Childhood Conference**

Conference Date(s): **October 23-25, 2014**

Proposal Date: **December 9, 2013**

Est. # of Participants: **500**



Coordination Fee Breakdown

Service	Description	Estimated Hours	Estimated Total
Coordination/ Planning	<p>Conference consultation services, correspondence with client, attend planning meetings; act as a liaison for all UVM service providers and external vendors. Other services may include:</p> <ul style="list-style-type: none"> -coordinate and monitor hotel room blocks for participants and presenters -venue meeting room selection, set-up and audio-visual (A/V) needs -transportation and/or parking needs -exhibitor/vendor arrangements -poster session(s) <p>Coordination hours are based on information presented at proposal phase. If hours exceed listed hours, client will be notified and billed accordingly.</p>	13.13	\$1,293.79
On-Site Event Staff	<p>Conference coordinator and/or conference assistant(s) on-site to check-in with the client and monitor room set-up(s), AV and food/beverage service. The conference staff would serve as a single contact for all services, facility set-up, and manage all other event needs. If the hours of on-site exceed proposed hours, the client will be notified and billed accordingly.</p>	3.00	\$295.55
Meeting Material Preparation	<p>Create and/or prepare conference materials for above number of participants, which includes:</p> <ul style="list-style-type: none"> -assemble folders or binders -display event signage 	9.35	\$324.28
Registration Services	<p>Custom build on-line registration site with various categories of registration fees, travel, accommodations, session description and agenda. A customer service coordinator will be available via email and telephone leading up to the event. Register and process payments for above stated number of participants. Monitor registration, cancellations, refunds, substitutions and provide status of registration activity to client. Customize, monitor, edit, support and run system reports. Create name tags for all registered participants, speakers, vendors, etc. This figure does not include processing fees associated with the registration site. Development of registration site is an estimated number of hours. If development exceeds estimated hours, client will be notified and billed accordingly.</p>	54.25	\$3,242.09
On-Site Registration	<p>Customer service registration coordinator and/or registration assistant(s) for the event/conference to handle all check-ins, walk-ins, substitutions, refunds, cancellations and distribute meeting materials to the participants. In addition to the coordinator, provide registration assistants (if agreed upon). If the hours exceed the proposed amount, the client will be notified and billed</p>	12.00	\$844.05
Web Development Services	<p>Web technician to design custom website and update site leading up to event. Hours will vary depending on the complexity of the web design. Website may consist of: homepage, agenda, program & presenter information, session descriptions, travel, accommodations and registration fee(s). Estimated hours at time of proposal are listed. If web design exceeds estimated hours, client will be notified and billed accordingly.</p>	This service has not been requested at this time.	
Marketing Assistance	<p>Assist with marketing of the conference, which includes:</p> <ul style="list-style-type: none"> -design and/or proofing of event/conference brochure, program, and/or postcards -create, administer and provide statistical feed from event surveys -coordinate blast emails and mailing of postcards and programs 	8.00	\$788.13

Coordination Proposal Accepted:	
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Initials	Date

Estimated Coordination	\$6,787.89
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<i>Breakdown per person for services:</i>	\$13.58
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Other Fee(s) Breakdown

Facility Rental Fee:	Rental of rooms on campus. Amount of services included in space cost depends on room. Listed facility management fee is based upon best-known information at time of proposal. Actual facility management fee will be based upon final room selection.	\$17,280.00
Liability Insurance:	Client is responsible for obtaining this required insurance. If organization does not have satisfying UVM's requirements, the coordinator will obtain liability insurance. Insurance expense is an estimate based upon best-known information at the time of the proposal.	n/a
Catering:	Catering estimate includes basic continental breakfast, mid-morning beverage refresh, light lunch and afternoon snack on compostable and disposable product. Estimate is listed per person for the duration of the conference.	TBD
On-line Registration:	Total anticipated online registration and bank processing fees for online registration system:	\$3,772.15
	Suggested per person handling fee to cover per registrant costs associated with using the online registration software and bank charges.	\$8.00
Cancellation Fee:	The registration cancellation fee will be determined by client in partnership with conference coordinator.	
Balance Dues:	Please refer to the Cancellation and Financial sections of your Service Agreement for details pertaining to Balance Dues and Group member cancellation policies.	
Total estimated breakdown per person for services, liability insurance (if needed), on-campus room rental and registration pass through expenses:		\$56.14

*All estimates are based on information presented in proposal phase.
Any additional services to above mentioned description will be charged accordingly.*