

**Open Source Geospatial Foundation  
Request for Proposals for  
Annual Conference in 2010**

**Solicitation Closes: Midnight 2008-12-01 UTC**

<http://www.timeanddate.com/worldclock/fixedtime.html?year=2008&month=12&day=1&hour=0&min=0&sec=0>

**Submission: Electronically in PDF form to the conference email list:**  
[mailto:conference\\_dev@lists.osgeo.org](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, 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
<a href="#">Free and Open Source Software for Geospatial (FOSS4G)</a>	2009* *exact date to be determined	Sydney, Australia	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Cameron Shorter ( <a href="mailto:cameron.shorter@gmail.com">cameron.shorter@gmail.com</a> )
<a href="#">Free and Open Source Software for Geospatial (FOSS4G)</a>	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 ( <a href="mailto:GavinF@mintek.co.za">GavinF@mintek.co.za</a> )
<a href="#">Free and Open Source Software for Geospatial (FOSS4G)</a>	2007-09-24 to 2007-09-27	Victoria, BC Canada	General open source GIS. MapServer, QGIS, GRASS, PostGIS, MapGuide, GeoTools, GeoServer, etc.	Paul Ramsey ( <a href="mailto:pramsey@cleverelephant.ca">pramsey@cleverelephant.ca</a> )
<a href="#">Freie und Open Source Software für Geoinformationsysteme (FOSSGIS)</a>	2007-03-12 to 2007-03-15	Berlin, Germany	Mainly German MapServer community	Georg Lösel ( <a href="mailto:georg.loesel@grass-verein.de">georg.loesel@grass-verein.de</a> )
<a href="#">Free and Open Source Software for Geoinformatics (FOSS4G)</a>	2006-09-12 to 2006-09-15	Lausanne, Switzerland	Mainly EOGE, 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 Geoinformationsysteme (FOSSGIS)</a>	2006-03-29 to 2006-03-30	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 (OSG)</a>	2005-06-16 to 2005-06-18	Minneapolis, MN, USA	Mainly EOGE, 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 (FOSS/GRASS)</a>	2004-09-12 to 2004-09-14	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 (OSGIS)</a>	2004-06-09 to 2004-06-11	Ottawa, ON Canada	Mainly MapServer community	Jeff McKenna ( <a href="mailto:jmckenna@gatewaygeomatics.com">jmckenna@gatewaygeomatics.com</a> )

## **Conference Description**

The Open Source Geospatial Foundation (OSGeo) aims for the 2010 conference to be **the** geospatial conference of the year. The 2010 conference will be the fourth 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 200 to 700 people, and the hope is that the next conference will continue this momentum. For the 2010 conference we would ask that a host be able to handle up to 1000 attendees.

In terms of structure, past conferences have successfully included hands-on 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 conference organizer, this is up to your discretion.

## **Requirements**

Respondents interested in hosting the 2010 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 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 (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)
- 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 \$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 2008-12-01).
- Interestingness of meeting locale. It is also desirable for the conference to move around geographically from year to year.
- 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/2010/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 2008-12-01.

## **Timing**

Past FOSS4G conferences have been held between June to October 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 2010 presented by OSGeo'. Other variants of the name may be considered, for translation purposes.

## **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 75 percent of the conference attendees should be available, for a single half-day session. The 2007 AGM was held 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).

## **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 2008-12-01 to 2008-12-15. 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 2008-12-19.

## **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**

### **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](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/](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:

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

### **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 2010 conference

## **Important Dates**

Solicitation closes: 2008-12-01  
Question Period: 2008-12-01 to 2008-12-15  
Decision: 2008-12-19

## **Appendix A. FOSSGIS 2008 Conference Report**

Conference Name: FOSSGIS 08

Date: 1. bis 3. April 2008

Location: Freiburg (im Breisgau), Germany

Organizing Committee Contact (including email): FossGIS Organisation Team,  
[http://www.fossgis.de/wiki/index.php/Organisationsteam\\_2008](http://www.fossgis.de/wiki/index.php/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	
<i>Total</i>	<b>27,786.15 Euro</b>

#### 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
<i>Total</i>	<b>-23,961.72 Euro</b>

\*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 B. 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
<i>Total</i>	~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
<i>VAT</i>	17,000 CAD
<i>Total</i>	~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](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](http://wiki.osgeo.org/index.php/FOSS4G2007_Lessons_Learned)



## **Appendix C. 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 ([torsten.brassat@wheregroup.com](mailto:torsten.brassat@wheregroup.com),  
[georg.loesel@grass-verein.de](mailto: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 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	
<i>Total</i>	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.	
<i>Total</i>	<b>0</b>

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 D. FOSS4G 2006 Conference Report**

Conference Name: FOSS4G 2006

Date: from 2006-09-12 to 2006-09-15

Location: Lausanne, Switzerland

Organizing Committee Contact: 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://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	--
<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, animation, ...).	CHF 18,734
<i>Total</i>	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 E. 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@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

#### *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	
<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>	<b>77,500 USD</b>

## **Appendix F. 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, Bangkok 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
<i>Total</i>	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
<i>Total</i>	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 G. 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](mailto: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
<i>Total</i>	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
<i>Total</i>	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