ACLA Conference Hosting Guide

Thank you for considering hosting the ACLA conference. This document is designed to guide you through the process of planning the conference, and to make as clear as possible how your local committee and university would interact with the ACLA, its Secretariat, and its Program Committee, in the 36-24 months leading up to the actual event. That said, all local situations are different; this guide gives advice and information based on our previous experiences, and will inevitably be modified by the challenges and opportunities presented by new locations and new universities.

Some Basic Facts

Dates
The ACLA is held during one of the last three weekends of March or the first three weekends of April, usually at the end of the host university's spring break when the sessions are held on campus rather than in hotels. These dates sometimes conflict with either Passover or Easter. We do our best to avoid such conflicts, but given the constraints of hotel availability, or of university Spring Break schedules, we cannot make doing so a necessity. Following the general template attached below, the conference formally begins with registration and workshops starting in late afternoon (4pm) on the Thursday and a reception that evening. (A number of pre-conference workshops are generally offered just before registration on Thursday; see below.) Sessions run during the full day on the Friday and Saturday, and conclude at 12:15pm on the Sunday. The ACLA Board of Directors meets for lunch and on Sunday afternoon (post 12:15pm).

Participants
In recent years the ACLA has varied in size, from 1800 to over 3000 participants, usually split 50/50 between faculty and graduate students. If you have serious constraints on meeting rooms, it is possible to limit attendance to 1800-2000 by exercising greater selectivity in accepting seminar proposals (more on this below). It is important for host committees to work with their university well in advance to determine the number of participants that can be handled.

Hotel Space
The ACLA requires at least 500 reserved hotel rooms on Friday and Saturday, with fewer rooms on Wednesday, Thursday, Sunday and Monday. The Secretariat will do much (if not all) of the negotiating with hotels to get good block rates, but we will draw on your local knowledge for information about where to stay, eat, and so on. The local host committee will be responsible for insuring that chosen hotel locations are adequate in space as well as convenient in their location. This information should be communicated from the Local host committee to the Secretariat's office. We have often split the conference among two or three hotels. While it is good to reserve this number of hotel rooms at a discounted conference rate, particularly if shuttle buses will be needed to bring participants to campus, many attendees make their own reservations at whatever hotels best suit them for price and

convenience. Because of this, it is also appropriate for the host institution to provide a list of a dozen or so recommended hotels apart from the conference hotels proper.

Exhibit Space

Each year, the ACLA hosts a book exhibit at the Annual Meeting. It is expected that the host institution will provide space adequate for at least 15 tables for vendors (with tables typically being approximately 72"L x 30"W x 29"H in dimension). The room space should be at least 2,500 square feet in size, as this will provide adequate room for people to move around without being crowded. Room dimensions do not have to be a perfect square or rectangle, but overall space should match the approximate square footage.

The ACLA Secretariat does all the negotiating with vendors, most of whom have longstanding relationships with ACLA. However, local host committees are also encouraged to present names/contacts for locally relevant presses/publishers who might wish to participate in the ACLA book exhibit. The ACLA Secretariat's office will coordinate with the vendors who purchase table space, and provide all of the details on room location, setup times, and shipping instructions (pre-and post- Annual Meeting). The Local host committee will need to provide the ACLA with the name of the space where the event will be located, a map of the facilities (such that table space can be visually set pre-Annual Meeting), as well as an address where vendors may ship books or journals a few days pre-Annual Meeting.

Meeting Space

Because of the seminar format, the ACLA requires an unusually large number of small meeting rooms: around 70-90 rooms holding 15-25 people, Friday and Saturday from 8:30am to 6:00pm, and Sunday from 8:30am to 12:30pm. In addition 4-6 rooms are needed on Thursday afternoon for pre-conference workshops. The conference can work with as few as 50 meeting rooms, if the total size is closer to 1800 participants. This meeting space can be either in the conference hotels or in university classrooms. More on that below.

Conference Format

The standard ACLA format is the two-day or three-day seminar. The ACLA provides guidelines for proposing, coordinating, structuring, and moderating seminars to prospective organizers and seminar participants. Each seminar lasts one hour and forty-five minutes, if you use the schedule proposed at the end of this memo. This allows 1 hour and 45 minutes for lunch, and does not require seminars to begin before 8:30 in the morning. Three-day seminars are held on Fri/Sat/Sun morning, 2-day seminars on Fri/Sat afternoon. Typically each session of a seminar includes 4 papers per day. In recent years, two-thirds or more of our seminars have ended up as 3-day seminars. If morning spaces fill up, three-day seminars can be fitted into two-day afternoon slots ("split streams"), though this requires having some of them meet at different times on different days – no real problem, so long as this is shown in the program and explained to the seminar organizer(s) and participants. Seminars are scheduled in "streams," as shown on the sample schedule at the end of this memo. In recent years, our numbers have required scheduling four seminar streams, along with "split stream" sessions held in the afternoons on Friday/Saturday. However, smaller conferences may run three rather than four streams, with more flexibility in the afternoon for other events. Two-day sessions should be held in rooms seating 15 or more (12 at a minimum); three-day sessions should be in rooms seating 20 or more (18 at a minimum).

<u>Midsize one-off sessions</u>
In the afternoons on Friday and Saturday, during the lunch hour break, ACLA offers two special panels. One panel is coordinated by the Graduate Student Caucus or the Local Organizing Committee, the other coordinated by the ACLA President. Room space should be available for both sessions for approximately 250 people.

<u>ACLA Pre-Conference Workshops</u>
The ACLA offers 4 to 6 small pre-conference workshops on professional topics, presented in a more flexible format for registered participants who sign up in advance. One workshop is offered by the ACLA First Vice President, one by the ADPCL (Association of Departments and Programs in Comparative Literature), one by Graduate Student Reps (typically devoted to job market issues), one by the ACLA Publications Committee, and one or two coordinated by conference hosts and/or ACLA Board Members. In addition the conference host and/or ACLA Board may wish to propose a larger session dedicated to the work of a distinguished scholar in the field. At a minimum, there should be four midsized meeting rooms (holding 30-40 people, and possibly one with space for as many as 150) available on Thursday late-afternoon.

<u>Large sessions: Plenaries and Receptions</u>
The conference involves three larger-scale events. On Thursday evening there is a welcome reception at which hors d'oeuvres are available. There is usually a cash bar, though depending on financial support, there may be an option for distributing drink coupons; this event typically attracts about 500-600 people altogether. In the early evening on Friday (or Saturday) the ACLA Presidential Address is followed by the ACLA Awards Ceremony and a reception, which can attract as many as 300 – 500 people. Saturday (or Friday) evening is reserved for the Keynote speaker (coordinated by the local host), and space should be available for as many as 300-500 people.

<u>Other Food Costs</u>
In the past ACLA has offered coffee/tea before each seminar stream, provided by the university's caterer or conference services, or by hotels for a hotel-based conference. Our recommendation is to control these costs by budgeting food for 75% of planned attendance on Friday and Saturday and 50% on Sunday morning. Coffee and tea are more important to our participants than lavish pastries. Offering coffee adjacent to the conference book exhibit is ideal, and if the conference is spread out over campus it may be helpful to have coffee in other locations as well. Check with the Secretariat's office for best practices on placement of coffee stations.

Another food expense is for the Board meeting. The ACLA typically provides catered lunch for the roughly 20 Board members in attendance, which takes place on Sunday after the conclusion of the Annual Meeting.

The Big Decision: University Classroom or Hotel Meeting Space

A key decision for you to make is whether you wish to use hotel meeting space, or to hold the conference on your campus. If you hold it on campus, you will almost certainly have to host the conference during the end of the week of your Spring Break to ensure adequate classroom space.

There are several major advantages to holding the conference on campus. First, money that would normally go to the hotel to pay for food and other necessities ends up going to the university's conference services and their A/V and custodial departments, a fact that helps encourage deans to offer support. Second, universities may charge less for catering and for A/V usage than do hotels. Third, we need so many seminar rooms ("break-out rooms" in hotel parlance) that they can be hard to secure at hotels without a commitment to much larger catering budgets than we need, and to a potentially risky guarantee of a substantial people staying at the conference hotel. Intellectually, a campus-based conference tends to showcase the university and its programs in a much more intense way. It may also be easier for universities to support the ACLA by providing in-kind subsidies of technical support staff, graduate or undergraduate student time, or A/V equipment, rather than providing a direct cash grant for off-campus events. A major disadvantage of a campus-based conference is that many of the logistics (catering, security, etc.) may need to be coordinated by graduate students or faculty.

We have been most successful with the university classroom format when the university has been near enough to conference hotels to allow for a short walk (10-12 minutes), shuttle bus ride (10-20 minutes), or convenient public transportation. Shuttle bus service can be expensive ($18,000 at one recent conference) but this cost is much lower than the costs for catering and A/V usage typically charged by hotels.

The major advantage of holding the conference at a hotel is simplicity: all sessions are at the hotel (or two or three neighboring hotels), meaning that we avoid shuttles, maps, walks, and the like. Hotels tend to be near restaurants as well as museums and other tourist attractions. Hotels also have expert staff who are used to handling the logistics of a large conference. The major disadvantage is cost. This decision should be made jointly by you and the ACLA's Program Committee, as early as possible in the planning stages, since almost everything else follows from it.

What We Expect From the Local Committee

Memorandum of Understanding
The ACLA secretariat's office and the host institution will negotiate a Memorandum of Understanding before the conference. This MOU should include a detailed budget with expected conference expenses, AV arrangements, and should clearly designate in general which expenses will be borne by the host institution and what anticipated costs are for those to be borne by the ACLA.

University Support
In years past the ACLA has received as much as $50,000 in local university support. However, we have run successful conferences with much less. At the conference's present size, we recommend aiming for $30,000 at a minimum. More on this below.

Hotels and Meeting Space
Once candidate hotels are identified, the ACLA Secretariat will handle the majority of hotel negotiations, including (for hotel-based conferences) the contracts for the reception, coffee breaks, meeting space, and so on. For campus-based conferences, the local committee works with university conference services or building managers to establish a list of appropriate classrooms and meeting spaces, to reserve auditoria for plenaries, and to reserve reception facilities. Plenaries and receptions can also be held at a hotel or another attractive area venue, even for campus-based conferences. For

on-campus conferences, catering may be arranged directly through university conference services or the university food services, or may be handled by outside caterers; there are usually one or two local caterers who regularly work for the university and know the campus well.

Conference Theme
In the past, our conferences were generally organized around a particular theme or set of themes. At our present size, however, the Board has come to feel that no overall theme can really accommodate the great variety of our participants' interests, unless it is set at such a level of generality as to become almost pointless. Our present policy therefore is not to have any general theme for the conference. Organizers are, however, invited to set a theme for the year's keynote or plenary sessions, and seminar organizers can be invited to consider whether they would like to have their seminar associated with the plenary theme; the conference program can feature a listing of such associated seminars.

Conference Program
The saving grace of planning our large conference is that much of the ACLA program is self-generated by our members. Faculty and/or graduate students propose seminars via the seminar proposal page on the ACLA website; seminar proposals are typically due by September 1st in the fall prior to the conference. Interested individuals then submit proposed papers to proposed seminars by September 23rd. Seminar organizers will review paper submissions and develop their "roster" of papers over the next week. Beginning October 1st, a Seminar Review Committee, made up of 3 ACLA members, and 3 faculty at the local host institution, begin review of seminar proposals, including provisionally accepted papers. That committee should review seminar proposals for relevance and cohesion. No seminar may have more than 50% graduate students, and none may have more than two (2) participants from the same institution. Seminars may have between 6 and 13 members, at the extremes, but should aim for between 8 and 12 (depending on whether they are two or three day seminars). The total number of seminars accepted should be chosen with consideration for the desired conference size. And, additional selection criteria may need to be developed by the Seminar Review Committee in order to keep the number of conference participants at the desire size.

Seminars are reviewed between October 1st and October 20th, so that organizers and individual applicants can be notified of their status by the first week of November. Given our numbers, we can only allow people to present in *one* seminar, and the committee will need to resolve any duplicate acceptances that haven't been caught by the Secretariat. People can, however, give a presentation in another kind of session in addition to a seminar, such as an ADPCL or plenary panel.

The local committee chooses and invites one or two keynote speakers. The committee may also organize special sessions that address the plenary theme or that feature area writers (e.g., Canadian poets at the Vancouver conference) or showcase local historical events or places (a trip to the Museum of Fine Arts in Boston, the Kinsey Institute when ACLA met at Indiana University, and so on).

By mid-January, the local committee reports the finalized names/titles for plenaries and any special sessions to the Secretariat, which provides a template for the conference program. Design of the program—especially the cover, any other features associated with special programming, campus or hotel maps, information on restaurants and local area attractions, is up to the local committee, but the basic program format and structure can be based on the ACLA program template. The Secretariat oversees the production of the conference program (to be available on the ACLA website, in downloadable PDF version, and in hard copy). Although the ACLA Secretariat is responsible for the

design of the program, the local committee should make arrangements with a local printer for printing the program locally at the conference site, in consultation with the Secretariat.

<u>Payment and Registration</u>
Pre-registration and payments are handled online by the ACLA. At the conference itself, the Secretariat's office staff will accept credit card payments via card reader, and will verify and submit new registrations. A minimum of six tables are needed, one set aside for the Secretariat's team, set up in a large entrance hall or room with good entrances and exits. For staffing of the registration tables, you may want to consider utilizing student workers. The registration tables will need approximately 9 or 10 staffers for the Thursday evening rush, as well as the Friday morning rush. After Friday afternoon, staffing can be tapered following each conference stream session, with a final number of student workers on Saturday being approximately 3 or 4, and one student assistant on Sunday.

<u>Labor before and at the Conference</u>
The use of Conference Services staff on campus is strongly recommended, as they are familiar with many of the issues that can arise during conference planning. Some examples of responsibilities include: A/V and WiFi needs, Book Exhibit, Bus/Transportation needs, catering/food, information about childcare, room assignments, campus maps, name badges, ADA requests, and Special Events (such as Workshops, Plenaries, etc.) In some cases, University conference services, and/or hotel staff may be able to take on some of these responsibilities. In the budget figures below we give you a sense of how many hours of work this is and how much we expect to pay for it. Arranging to hire people is, however, the task of the local committee.

Many universities have hired graduate and undergraduate students to perform some of the duties described, but we urge local institutions to provide additional compensation beyond whatever other duties students may already perform in relation to the university. Since time dedicated to the ACLA conference can be substantial, it may be best to substitute work for the ACLA for some other graduate student assignment, so as not impede students' progress in their education.

Before the conference, the local committee finds assistants to help with registration. The registration process is overseen by ACLA's Secretary/Treasurer, with some staff and students brought from the home office, and supplemented by the local assistants, who are paid for their work. The local registration force meets with the Secretariat group in the early afternoon on Thursday to set up and learn procedures. It is also helpful to have several assistants on hand throughout the registration period to answer questions about locations and other local issues.

Budgeting the Conference

As we've noted above, local support ranges from $30,000 to upwards of $50,000 in either financial or in-kind contributions. Most deans will consider this amount extremely reasonable for an international conference of this scale and impact, and this level of support gives us much-needed breathing room. A higher level of support is of course always welcome, and can allow us to offer things such as a free lunch for attendees at the ACLA Graduate Caucus Panel, or reduced registration costs for graduate students.

There are a number of ways to handle institutional support. Often the provost or dean of Arts & Sciences provides a lump sum, to be disbursed as the conference committee decides. One institution sponsored the plenary roundtable ($6,000), the opening reception ($8,000), and the hourly wages for students ($6,000); another mainly covered 50 percent of A/V costs by simply directly subsidizing its on-campus tech support unit. Still others have combined a graduate assistantship with support for plenaries and hourly labor.

Host institutions should plan funding for assistants hired to work on the conference. Typically, host institutions have hired at least 4 assistants, plus additional time at hourly rates. A basic sample budget follows; it is also available as an Excel spreadsheet for easier adjusting to local conditions, and then readjusting as your plans evolve.

This may all seem confusing, but trust us! We've done this before, and can help you figure out how to manage it, even if your local contribution doesn't seem to match the categories or figures above. Lots of things are possible. We're eager to work with you to make the conference a success both for your institution and for the ACLA.

Timeline

36 months ahead of the conference
Host department agrees with ACLA board to host the conference, sets conference dates
For a hotel-based conference, host committee and ACLA Secretariat identify hotels and negotiate
      terms for room blocks and meeting room, catering, and A/V costs
For a campus-based conference, host committee helps to identify local hotels and ACLA Secretariat
      negotiates terms for room blocks
Host department begins secures university funding

24 months ahead
Conference director sends ACLA an outline of planned arrangements and budget
Hotel and/or campus rooms secured (hotels sooner if possible)
Host institution and ACLA sign Memorandum of Understanding (MOU)

18 months ahead
Conference director finalizes committee, arranges staff support and graduate student assistance.
Committee discusses plenary theme(s) and speaker(s) and begins thinking about plans

12 months ahead
Call for papers included in preceding year's program
Conference director or designee attends the year's annual meeting, and comes to the ACLA board
      meeting to discuss plans and raise any current issues or questions
Conference email account is set up at host institution, ideally monitored by a paid student

June 1
Conference page set up on the ACLA website
Local committee identifies three members that will work with ACLA program committee to review
seminar proposals.

July 1
Seminar and paper proposal pages go live.

September 1
Seminar proposals due.
Interested individuals begin submitting proposed papers to proposed seminars
ACLA Conference Committee Chair identifies coordinators of pre-conference workshops, in
consultation with conference hosts and ACLA board.

September 23
Deadline for submission of proposed papers to proposed seminars.

September 23 – September 30
Seminar organizers will review paper submissions and develop their provisional "roster" of papers.

October 1

Committee, made up of 3 ACLA members and 3 faculty at the local host institution, begin review of seminar proposals, (which includes the provisionally accepted papers).

October 1 - October 20
Seminar proposals are reviewed.

November 1 – November 7
Seminar organizers and individual applicants are notified of their status.

November 15
Host institution updates budget, in light of final attendance figures.
Once accepted, conference participants begin to register online, renewing their ACLA membership for the coming year if they haven't already done so

December
Seminar leaders issue invitations, participants confirm intention to attend. Seminar leader determines seminar paper order and formats the seminar listing via ACLA website.
ACLA Coordinators submit descriptions of pre-conference workshops
Updated budget is again shared and discussed with ACLA
ACLA seminar coordinators submit final program copy to Secretariat; final deadline for AV, ADA, or other requests, other special needs or room assignments.

January
By mid-January, seminar organizers finalize their program copy (final "rosters"), local host finalizes keynotes and other one-off events, ADPCL and Graduate students submit final names of participants for their special events, ACLA President submits names and topic/title for Presidential Panel and Presidential Address, and outgoing ACLA President submits final details for the pre-conference workshops.
A member of the local committee assigns each seminar or other event to a room
ACLA Secretariat begins constructing the program guide using the ACLA template, modified as necessary for events specific to the year's conference
In early January, ACLA website begins accepting travel grant applications from graduate students
Pre-conference workshops are announced on ACLA website and via email for advance registration

February
First week of February: travel grant applicants are informed of award (or not) of a grant
Local committee confirms arrangements for catering, meeting rooms, A/V, and travel for plenary speaker(s). ACLA monitors reservations for rooms in conference hotel blocks
Complete draft of conference program is circulated for proofreading by conference chair, program committee chair and Second Vice President.

One month before the conference begins
Budget is finalized by host committee in discussion with ACLA
Orders are adjusted up or down as appropriate for reception, and coffee breaks (earlier if required by hotel or catering contracts)
Program is complete apart from a few final adjustments for late changes
Deadline for any final changes to be made to the hard-copy program; file is sent as pdf to the local printer, and uploaded by ACLA on the website, downloadable to iPads and cell phones

At the conference

A hugely successful event takes place. Participants overflow with gratitude and good feeling toward the host institution and its organizing committee.

One month after the conference

Host committee finalizes definitive budget, consulting with the Secretariat on the payment of remaining bills either by the Secretariat or by the host institution.

Sample Conference Schedule

THURSDAY
3:00pm - 8:00pm - *Conference Registration*
4:00pm - 5:45pm - *ACLA Pre-conference Workshops*
(4 or 5 pre-conference workshops for registered participants, coordinated by ACLA: one by First Vice President, one by ADPCL, one by Graduate Reps, one by the ACLA Publications Committee, and one or two coordinated by ACLA board members and/or conference hosts, including a session to honor senior scholar in the field; 4-5 smaller rooms for 30-40 people, and one larger space for at least 100 people).
6:00pm – 8:00pm - *Opening Night Reception*
(Reception sponsored by Local Host; ACLA President introduces Local Host, room for at least 500 people)

FRIDAY
8:00am – 6:00pm - *Conference Registration and Book Exhibit*
8:30am - 10:15am - *Stream A Seminars*
10:30am - 12:15pm - *Stream B Seminars*
12:30pm -1:45pm - *ACLA Graduate Student Panel*
(Panel coordinated by Graduate Caucus; room for at least 100 people)
2:00pm - 3:45pm - *Stream C Seminars*
4:00pm - 5:45pm - *Stream D Seminars*
6:00pm – 8:00pm - *ACLA Presidential Address, Award Ceremony, and Reception (or Keynote Speaker)*
(Local host introduces ACLA President, who gives 30-minute address and presents awards, followed by award reception sponsored by ACLA)

SATURDAY
8:00am – 6:00pm - *Conference Registration and Book Exhibit*
8:30am -10:00am - *ADPCL Breakfast Meeting* (room for 30-40 people)
8:30am - 10:15am - *Stream A Seminars*
10:30am - 12:15 pm - *Stream B Seminars*
12:30pm - 1:45pm - *ACLA Presidential Plenary Panel*
(Panel coordinated by ACLA President; room for at least 300 people)
2:00pm - 3:45pm - *Stream C Seminars* (including Career Planning Nuts and Bolts, sponsored by ADPCL)
4:00pm - 5:45pm - *Stream D Seminars*
6pm - *Keynote Speaker* (or, *ACLA Presidential Address, Awards Ceremony*)
(Keynote Speaker, coordinated by Local Host)

SUNDAY
8:00am – 12:00pm - *Book Exhibit*
8:30am - 10:15am - *Stream A Seminars*
10:30am - 12:15pm - *Stream B Seminars*
12:30pm - 4:30pm - *ACLA Board meeting* (room for 15 people)

Sample ACLA Conference Budget (from Utrecht University 2017)

Conference Income

Registration Fees:

Faculty Registrations (1437)	$259,000.00
Independent Scholar Registrations (234)	$19,635.00
Student Registrations (646)	$52,370.00

Total Registration Fees:	**$331,005.00**

Exhibit Tables: **$1,380.00**

Advertisements (Program Guide):   **$1,850.00**

Host University Support in Money:

UU TLC Department	€ 4,000.00
CCHR (Culture, Citizenship, and Human Rights)	€ 7,500.00
OSL (Netherlands Research School for Literary Studies)	€ 500.00
NICA (Netherlands Institute for Cultural Analysis)	€ 1,750.00
NOG (Netherlands Research School for Gender Studies)	€ 1,000.00
PCI (Postcolonial Studies Initiative)	€ 500.00
Gemeente Utrecht	€ 500.00
ASCA (Amsterdam School for Cultural Analysis	€ 1,000.00
KNAW (Royal Netherlands Academy of Arts and Sciences)	€ 8,500.00

Host University Support In Kind:

Seminar Rooms-Utrecht University, incl. A/V	€ 30,000.00

Total Host University Support	**€ 58,250.00 ($66,561)**

TOTAL INCOME:	**$400,796.00**

Conference Expenses:

Utrecht University Expenses:

Coffee Breaks	$16,049.00
Opening Reception (Thursday) for 800	$17,000.00
Award Reception (Friday) for 600	$ 9,500.00
Friday Dinner for Plenary Speakers	$ 1,800.00
ACLA Board Meeting	$ 350.00
ADCPL Board Breakfast	$ 150.00
Lunches for Registration Staff & Volunteers (Fri/Sat)	$ 650.00

Honorarium for Plenary Speakers	$ 3,000.00
Screening Fee Film Plenary Speaker	$ 300.00
Hotel Expenses for Plenary Speakers	$ 1,700.00
Travel Expenses for Plenary Speakers	$ 5,350.00
Registration Hall Rental	$ 1,600.00
Lecture Hall Rental for Plenary Sessions & Receptions	$ 6,000.00
A/V Rental for Plenary Speakers	$16,000.00
Security for Opening of Buildings	$10,950.00
Custodial Maintenance/Cleanup	$11,500.00
Technical Support	$ 3,000.00
Table Rental for Book Exhibit	$ 550.00
Rental Extra Outdoor Furniture (UU)	$ 3,500.00
Shuttle Services (UCU-UU)	$11,000.00
Rental Bikes	$ 1,000.00
Program Editing and Formatting	$ 1,500.00
Program Printing	$ 7,000.00
Program Update Printing	$ 500.00
Banner, Signage, Stationary Costs	$ 2,500.00
Badges	$ 3,500.00
Secretariat Staff Work (web applications, Registrations, Inquiries, etc.)	$30,000.00
Secretariat Travel/Lodging Costs	$ 5,000.00
Hourly Fees for Graduate Students (300 hours @ $15)	$ 4,500.00
Graduate Student Hotel/Travel Subsidies	$ 7,500.00
UU Coordination	$14,000.00
Expenses of Cultural Events (Honoraria, Location, Coordination)	$10,000.00
Contingencies (10% of expenses)	$20,695.00

Total Utrecht University Expenses: **$227,644.00**

Conference insurance: $ 2,679.37

Formatting of Program Guide (U.S. Side): $ 2,019.16

TOTAL CONFERENCE EXPENSES: **$232,342.53**