

**ESA-North Central Branch Executive Committee Meeting
Local Arrangements Committee Report (prepared by B. Barrett)
St. Louis, MO; March 15, 2009**

1. Meeting Venue

The contracted number of room nights with the Hilton St. Louis at the Ballpark was 383. On March 3, we had 102% of our contract with 391 room nights reserved. Hotel food, beverage and catering prices were expensive but reasonable based on the venue's location. The computer and AV prices for the meeting were a major expense, too. Non-hotel computers could have been used with the hotel's AV equipment, but a 22% surcharge would have been assessed. We either had to rent from the hotel or use a local computer rental business to avoid the surcharge (we contracted with a local business because it was the least expensive).

2. Registration

As of March 12, we had 226 people register for the meeting (we had projected 250-280 attendees):

- Regular members: 114
- Student Members: 86 (13 student volunteers)
- Emeriti: 2
- Undergraduates: 8
- Guests: 6
- One day: 4
- Nonmembers: 6

The lower than expected number of attendees was most likely due to competition from the 6th International IPM Symposium being held the following week in Portland, OR.

3. Conference services

The University of Missouri's Conference Office was contracted to handle meeting website design and maintenance, to provide online and two days of onsite registration services, and print the conference materials (e.g. program, name badges, session signage, etc).

4. Sponsors & Exhibitors

Sixteen letters were sent to industry soliciting sponsorship support for the meeting, and only four replied with monetary support (see list below). To date, a total of \$9,700 in industry and university (departments of entomology) donations for the 2009 meeting have been received (or committed to). The breakdown is as follows:

Industry: \$4,500 (\$2K-Monsanto, \$1K-Bayer CropScience, \$1K-Dow AgroSciences, \$500-Trécé)
University: \$5,200 (IN, OH, MO, KY, MN, IL, IA, NE, MI, KS, WI)

Two requests/inquires were received regarding exhibition space. One inquiry came from Trécé and the other from a publishing firm, Taylor & Francis (nothing materialized from this latter request).

The branch needs to consider ways to improve the level of industry support and exhibitor participation.

5. Budget

See attached document regarding the meeting's current income and expected expense totals.

Budget of 2009 North Central Branch ESA Meeting, St. Louis, MO; March 15-18
Prepared by Bruce Barrett (Chair, Local Arrangements Committee)

Current Income:

<u>Category</u>	<u>No.</u>	<u>Per Unit</u>	<u>Total</u>
1. Registration (based on March 12 data)			
<i>Preregistration</i>			
Regular members:	108	\$170	\$ 18,360.00
Nonmembers:	6	\$210	\$ 1,260.00
Students, non-volunteers:	67	\$60	\$ 4,020.00
Students, volunteers (50% off):	13	\$30	\$ 390.00
Undergrad & Emeriti:	10	\$35	\$ 350.00
Guests:	6	\$50	\$ 300.00
<i>After Registration Deadline & Onsite</i>			
Regular members:	6	\$220	\$ 1,320.00
Nonmembers:	0	\$240	\$ -
Students, non-volunteers:	6	\$75	\$ 450.00
Undergrad & Emeriti:		\$35	\$ -
One-day:	4	\$110	\$ 440.00
Total	226		\$ 26,890.00
2. Industry and University Contributions			\$ 9,700.00
Total of Current Income:			\$ 36,590.00

Estimated Expenses:

<u>Category</u>	<u>Total</u>
1. Computer and AV Services	
A. Laptop rental (via <i>Computer Express</i>)	\$ 1,379.08
B. Projector packages (via Hilton)	\$ 4,931.28
2. Conference Supplies & General Expenses	
(via University of Missouri Conference Office)	
A. Preregistration services (on-line)	
B. On-Site Registration	
C. Program (layout and printing)	
D. Name Badges and Tote Bags	
E. Session Signage	
3. University Conference Office	
A. Management Fees and Indirect Fee	\$ 6,381.04
4. Food and Beverage/Catering	
A. Continental breakfast, coffee breaks and Awards Luncheon	\$ 19,880.00
B. Tax (11.241%) and Service Charge (22%)	\$ 6,608.31
5. Poster Equipment Rental	
(via <i>Paramount Convention Services</i>)	
6. Contingency (5%)	
Total of Projected Expenses: \$ 46,463.27	