mac
Museums Association
of the Caribbean

Request for Proposal:
MAC Conference and
Annual General Meeting

MUSEUMS ASSOCIATION OF THE CARIBBEAN

Request for Proposal:
MAC Conference and Annual General Meeting

In each October/November, the Museums Association of the Caribbean (MAC) hosts a Caribbean-wide conference. The conference is a forum for the exchange of information and ideas amongst museums and cultural institutions in the Caribbean States and other countries where its diasporas are numerous. MAC invites partner institutions to apply, via an RFP process, to host the next conference.

The benefits of hosting the conference include:

- Increasing the visibility of your institution's location, collections and research at the local, national, Caribbean-wide and international levels (e.g. Canada and the United States).
- Creating, building and sustaining relationships with local visitors, cultural institutions, businesses and tourism organizations.
- Developing a broad network of support amongst cultural workers, academics, tourism organizations and government-bodies.
- Providing professional development opportunities for your institution's staff.

Association Background

The Museums Association of the Caribbean (MAC) provides opportunities for museums and related organizations and societies with interests in the Caribbean to share experiences and skills. MAC recognizes the importance of museums and heritage sites as centers of conservation and preservation of natural and cultural patrimony and of our common heritage. MAC also acknowledges and seeks to support the vital role which museums play in the conservation, education systems, scientific research and tourism of the Caribbean States and its global diasporas.

MAC members meet annually in the fall, hosted by a different country every year. Attendance at the conference and annual general meeting (AGM) is 100 – 125 delegates, representing museums, universities, and visitor/travel organizations from Aruba, Australia, Bahamas, Barbados, Canada, Cayman Islands, Curaçao, Dominica, Dominican Republic, Grenada, Guadeloupe, Jamaica, Martinique, Mexico, Panama (North, Central and South), Puerto Rico, Scotland, Senegal, South America (North, Central and South), Trinidad and Tobago, the United Kingdom and the United States.

The Museums Association of the Caribbean's objectives include:

- Strengthening museums and cultural institutions so that they may foster and promote an awareness, appreciation and understanding of our heritage through education and related programs.
- Developing common policies for museums and cultural institutions to support exhibitions, conservation, preservation, legislation and regulations for the interpretation and protection of national patrimony.
- Serving as an advisory board to governments, public and private institutions.
- Identifying technical and financial resources at national, regional and international levels; and sharing information on needs and sources of assistance.

The Association serves as an international forum for the exchange of information and ideas by providing a framework for ongoing communication through annual meetings, publications, museum exchanges and programs; and developing links with international and other regional and national museum-related organizations and agencies.

Conference Details

The MAC conference occurs in October or November over a period of 4 nights/5 days, or 3 nights/4 days. Two days are typically devoted to conference presentations, one day for cultural tours, and one lunch period for the MAC AGM. The conference includes a variety of sessions featuring keynote speeches, presentations, workshops, panels, posters, a silent auction and cultural tours. Cultural tours should introduce delegates to the host country's cultural landscape, heritage sites and museums. The AGM is usually held as a luncheon on the last day of presentations.

Approximately 100-125 delegates attend the conference each year, consisting primarily of staff from museums, heritage sites, cultural institutions and university scholars. The primary language of the conference is English, with simultaneous translations depending on the host's location.

Host Eligibility Requirements

To host the MAC Conference, the potential host must be:

- A current MAC institutional or individual member. Membership information is available at http://caribbeanmuseums.com/membership/
- Located in the Caribbean region or Caribbean diaspora regions (i.e. Miami, Toronto, Montreal, London, South America etc.). Ideally, the location should be accessible (travel times/expenses) to the majority of potential attendees.

Host Proposal Steps

1. Review the MAC Host Proposal Guidelines
2. Download and complete the Host Proposal Interest Form on the MAC website
3. Submit the form to secretariat@caribbeanmuseums.com

MUSEUMS ASSOCIATION OF THE CARIBBEAN

MAC Host Proposal Guidelines

GENERAL INFORMATION

Venue Requirements

MAC conferences occur in a variety of venues. These include museums, galleries, heritage sites, universities, conference centers and hotels. If the conference is occurring in multiple venues, walking distance should be considered. If the conference is not held at a hotel, the location should be in close proximity to the designated conference hotel. If not, the host must provide transportation to and from the conference.

The venue(s) should be able to accommodate a registration desk and a meeting room for the MAC board to use during the conference. The host must ensure that each venue and site include AV systems, projectors, computers and internet/Wi-Fi. Accessibility and environmental impact should be considered when determining transportation, tours, accommodations and venue spaces.

Hotel and Airport Transfers

MAC engages a host hotel throughout the duration of the conference. The hotel should accommodate up to 100 guests. On average, 60-70 rooms are booked by delegates. Single and double room rate options must be available to delegates. Accommodations must include breakfast as part of the rate.

If possible, the host should arrange airport transfers for delegates who have registered beforehand and are travelling from abroad. Although transfers may be arranged, it is understood that participants may be required to pay for this service. The final arrangements must be clearly communicated to all delegates via the conference webpage. Airport transfers can be negotiated through a package deal with the conference hotel.

Schedule - Programme and Activities

The MAC AGM usually occurs over a period of 4 nights/5 days, or 3 nights/4 days. Workshops are optional. Additional (optional) tours may be planned for a day following or preceding the conference. The conference programme should include:

- 2 days or more: Presentations
- 1 day or less: Workshops
- 1 day or less: Site Visits
- 2.5 hours: MAC Annual General Meeting

(Typically, a luncheon on the last day of presentations)

Additional activities, such as an opening reception/ice breaker, evening receptions hosted by local museums and heritage sites, or a conference dinner, should also be organized. It is recommended to leave at least one night of the conference free for delegates to make their own plans. A conference dinner may also function as a fundraiser for both the host & MAC.

Sample Schedule

Sample schedules can be found in Appendix A.

Meals

The MAC conference host must provide delegates with the following meals:

- Breakfast (to be included in the hotel rate)
- Coffee and snack breaks (twice a day)
- Reception (light fare and beverages) at each evening event
- If sponsored, lunches can be offered free to delegates. If not, lunch can be a paid or ticketed affair. As well, lunch options in the immediate vicinity can be included in the conference program.

"The MAC conference allowed us to strategically develop our contacts in the Caribbean region… By bringing together many institutions and colleagues, we could forge better connections with our neighbours."

Natalie Urquhart, PhD.
(Director, Chief Curator - National Gallery of the Cayman Islands)

BUDGET

Meeting and Conference Budget – Industry Summary

Conference costs vary widely based on location, level of local collaboration and conference contract negotiations. According to the 2016 Meeting and Conventions Survey[1], meeting planners spend (and/or budget) for the following:

- Food and Beverage - 31%
- Hotel Fees – 28%
- Audiovisual – 12.5%
- Air Travel – 9.5%
- Speaker Fee – 7%
- Ground Transportation – 4.5%
- Décor – 3%
- Misc. and Incidental – 8%
- 3rd party fees - 2%

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[1] http://www.meetings-conventions.com/News/Features/meeting-spend-survey-budget-research/?p=1

Conference Planning organization **Brightspot.com,** estimates the cost of a 4-day, Caribbean conference with 100 attendees at $52,000 USD.[2] This amount includes full meal coverage, AV technology and online registration. This estimate does not include onsite staff support, marketing, advertising, tours, etc.

Budgeting Requirements and Considerations

When budgeting for the MAC conference, the following items are either required, or should be considered, by the host.

Required:

- Conference related contracts should be negotiated to include all gratuity, service fees, tourism tax, amenities fees, shipping costs, taxes, etc.
- All additional mandatory costs, fees and taxes that may be incurred by conference delegates should be clearly listed on the conference website and hotel documentation.

Consider:

- Please consider accessibility (ex. ramps, elevators, wheelchairs, sign language, etc.) and eco-sustainability for all transportation, tours, delegate hotel recommendations and conference venue spaces.

Sample Budget

A sample budget can be found in Appendix B.

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[2] https://brightspotincentivesevents.com/about/who-we-are/

FEES AND FUNDING

Conference Fees

The average MAC conference fee ranges from US $150-200, with discounts for MAC members, students and retirees. MAC manages the online registration of conference fees on its website up until two weeks before the conference date. In-person registration at the conference is managed by the host. If needed, a portion of the conference fees are made available from MAC to support the host's conference expenses. Solicitation of sponsorships, both in-kind and monetary, is expected to meet the majority of conference expenses.

Conference Expenses and Funding

The MAC conference host must cover the majority of the expenses associated with the conference. The host must fundraise to support these costs and keep the registration price at the identified average of $150-$200. The host will need to determine the amount to be fundraised. The conference planning committee will appoint an individual to track the conference budget and expenses.

Conference Sponsorship

The MAC conference host is responsible for determining sponsorship (both in-kind and monetary). Sponsors can include a variety of types, including local businesses, cultural institutions, government bodies and corporate organizations.

The conference planning committee and conference host should also seek funding in the form of sponsorships for select delegates. This is intended for particular delegates who have been approached by the conference planning committee as keynote or plenary speakers. Such sponsorship will be considered on a case-by-case basis, and is for relevant delegates who cannot cover their own expenses.

Past sponsors, both in-kind and monetary, have funded opening and evening receptions, transportation, luncheons, venues, attendees' lounges, Wi-Fi cafés and cultural tours.

Examples of past sponsorship include:

Industry	Sponsor
Accommodation	Holiday Inn Resort, Cayman Islands
Airline	Cayman Airways
Corporate Organizations and Foundations	Foundation Clément
	Greater Miami Convention & Visitors Bureau
	International Financial Planning (Cayman Islands)
Government & International Organizations	Cayman Islands Ministry of Health and Culture
	The European Union - Latin America and Caribbean Foundation
Museums & Cultural Institutions/Organizations	African American Association of Museums (AAAM)
	Barbados Museum and Historical Society
	National Gallery of the Cayman Islands
	Friends of the African American Research Library and Cultural Center
	HistoryMiami
	National Museum of African American History and Culture (NMAAHC)
	Saint Lucia Archaeological and History Society Archives
	Saint Lucia National Trust
	Le Pavillion Royal Museum
University	University of the West Indies, Cave Hill

Concessions

The concessions offered at MAC conferences include:

- Group discounts of up to $20 for early-bird registration sign ups, MAC members, seniors and students
- Sponsorship benefits
- MAC information table provided in registration area (staffed by MAC)
- Luncheon location for MAC AGM

DIVISION OF RESPONSIBILITITES

Three groups oversee the planning and implementation of the MAC conference. These groups are in constant communication and collaboration with one another throughout the planning and implementation stages. These groups include:

1. The Host Committee

2. The Conference Planning Committee.
   This committee consists of a MAC board member, the MAC secretariat coordinator, local museum professionals and 1-2 members of the host committee.

3. Museums Association of the Caribbean
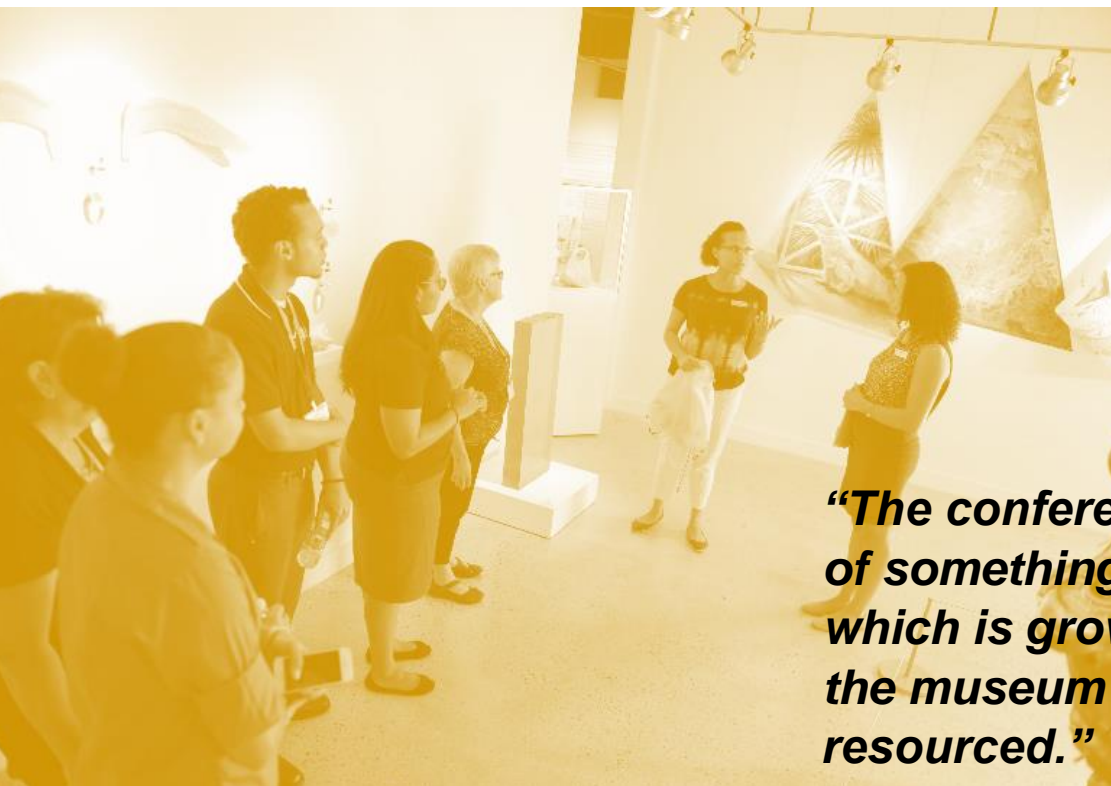
"The conference let me be part of something that is important, which is growing a subset of the museum field that is under resourced."

Auntaneshia Staveloz
(Supervisory Program Manager, Smithsonian National Museum of African American History and Culture)

The responsibilities of each group include:

Task *Yellow indicates the group lead lead for shared responsibilities*	Host Committee	Conference Planning Committee	MAC
PRE-CONFERENCE			
Review host applications and approve host.			X
Organize the conference, venue(s), and all event logistics.	X		
Determine conference theme.	X		X
Create and manage conference budget.	X	X (Track budget and expenses)	*MAC may contribute financially to select expenses.
Secure local sponsorship (in-kind & otherwise).	X	X (Assist)	X (Assist)
Manage travel scholarships.			X
Set registration fee.	X		X
Create/Manage online conference registration.			X
Review and select session proposals.		X	
Recommend, select and approve all speakers, including keynote.		X	
Contact institutions/organizations to host workshops (if applicable).	X		
Determine, design, and print conference program.	X	X (Review)	
Determine conference hotel accommodations.	X		X (Manage booking)
Coordinate cultural tour itineraries.	X		
Coordinate transportation to the conference venue, evening receptions and tours.	X		
DURING CONFERENCE			
Coordinate on site registration.	X		
Distribute conference bags, badges & programs.	X		
Provide an information table for MAC.	X		X (Staffed by MAC)
Provide technical assistance for audio-visual needs during conference sessions/luncheons.	X		
Manage the Silent Auction.			X
Manage the AGM.			X

Task *Yellow indicates the group leading the task.*	Host Committee	Conference Planning Committee	MAC
BRANDING, MARKETING, SIGNAGE			
Coordinate overall conference marketing.			X
Create and manage the conference website.			X
Provide host with template for MAC branded signage, banners and advertisements to be used across all communication platforms.			X
Create and manage social media posts regarding the conference.	X		X (Coordinate posts)
OVERARCHING			
Manage communication with all attendees registered through its website.			X

PROPOSAL SELECTION PROCESS

Potential hosts should submit proposals 30 days prior to MAC's annual general meeting (AGM). The proposals will be evaluated before the AGM. During the conference proceeding the AGM, MAC's board will select a host based on the proposals received. The selected host will be announced to members at the AGM. The planning committee will be determined within a month following the AGM.

If there are no proposals, a potential host may indicate willingness or one may be suggested for the upcoming AGM or the AGM in two years' time. If there are several options, proposals will be required within a month after the AGM for board decision. The MAC board will select a host during the monthly board meeting in December. At this time, the planning committee will also be formed. The planning committee will develop a theme (in conjunction with MAC) and propose possible condates in December. These will be decided on at the monthly board meeting in January.

CONFERENCE PLANNING – MAJOR DEADLINES

TIME FRAME	TASK	GROUP RESPONSIBLE
1-2 Years Pre-conference	Host selected.	MAC
Early January	Call for papers to be drafted and finalized.	Planning Committee
Late January	Release call for papers through MAC website, newsletter and/or email.	MAC
April 30th	Call for Papers Deadline.	Planning Committee
Early May	Conference venue and hotel determined.	Host
Month of May	Read and select proposals. Selection based on relevance to the theme, quality of the abstract/proposal, and quality of the researcher.	Planning Committee
May 31st	Deadline to contact selected presenters.	Planning Committee
July 1st	Conference registration opens on MAC website.	MAC
September 1st	A draft programme (including presentation line-up, activities and venues etc.) to be circulated to all authors and potential delegates via email. Simultaneous postings to appear on MAC's website and Facebook, Twitter and Instagram accounts.	Planning Committee MAC
October 1st	Final programme, along with any final notices, to be circulated to all delegates via the routes above.	Planning Committee MAC
Two Weeks Before Conference	Online registration closes.	MAC
One Week Before Conference	MAC finalizes and shares the list of online conference registrations with the host.	MAC
October / November	MAC Conference	Host MAC

POST-CONFERENCE

Following the conference, MAC and the host will have a post-conference evaluation meeting. At post-conference meetings, both sides will discuss successes, learnings and improvements for the next conference. Both MAC and the host are also responsible for submitting a post-conference report.

Within a month after the conference, the host is required to:

- Send MAC the PDF versions of each conference presentation, as well as any other outputs of the conference.
- Submit a full financial report to the MAC board

"The MAC conference increased the National Museum and Art Gallery of Trinidad and Tobago's visibility… and it offered a great opportunity for professional development."

Nimah Zakuri
(Curator, The Central Bank of Trinidad and Tobago)

Barbados, 2018

PAST CONFERENCE HOST COUNTRIES

- 2019 - Martinique
- 2018 - Barbados
- 2017 - Miami, FL
- 2016 - Cayman Islands
- 2015 - St. Lucia
- 2014 - Jamaica
- 2013 - Belize
- 2012 - Trinidad
- 2011 - Antigua
- 2010 - None
- 2009 - Barbados
- 2008 - St. Kitts
- 2007 - Santiago, D.R.
- 2006 - Phillipsburg, St. Maarten
- 2005 - St. Croix, Virgin Islands
- 2004 - St. Lucia

- 2003 - Tortola, British Virgin Islands
- 2002 - Havana
- 2001 - Turks & Caicos
- 2000 - Martinique
- 1999 - Barbados
- 1998 - N/A
- 1997 - Curacao
- 1996 - St. Lucia
- 1995 - Cayman Island
- 1994 - Guadeloupe
- 1993 - Belize
- 1992 - Martinique
- 1991 - Nevis
- 1990 - Jamaica
- 1989 - Dominica

MAC BOARD MEMBERS 2019-2020

- **Natalie Urquhart (President)**

Director, Chief Curator - National Gallery of the Cayman Islands

- **Joanne Hyppolite (Vice President), PhD**

Curator - Smithsonian National Museum of African American History & Culture

- **Lauren Christie (Treasurer)**

Chartered Accountant, Chartered Financial Analyst - HLB Berman Fisher

- **Susan Garcia (Board Secretary)**

Tourism and Training sector professional - Martinique

- **Adrienne Chadwick**

Founder, Arts Consultant - Culture Conduit Consulting

- **Laurent Ursulet**

Head of Domaine de Fonds St Jacques - Collectivité Territoriale de Martinique

- **Nyasha Warren**

Consultant/Researcher - Center for Education Research in Panama

- **Kevin Farmer**

Deputy Director - Barbados Museum & Historical Society

- **Katarina Jacobson**

Collection Manager - Musee Edgar Clerc, Guadeloupe

- **Laurella Rincon**

Director General - Memorial Acte, Guadeloupe

- **Amanda Coulson**

Director - National Art Gallery of the Bahamas

Museums Association of the Caribbean
Host Application Proposal

The proposal must be received as one PDF/Word file via e-mail to the Museums Association of the Caribbean (MAC), at secretariat@caribbeanmuseums.com. Proposals are due thirty days prior to the upcoming year's AGM. Proposals will be considered at the board meeting proceeding the MAC AGM. Notification of the chosen institution /organization will occur at the AGM.

ORGANIZATION / INSTITUTIONAL INFORMATION

1. What is the name and address of your organization/institution?

2. Who is the main contact person? Please provide their contact information.

3. What is the size and annual operating budget of your organization/institution?

4. Why is your organization/institution suitable for the MAC conference? How is it beneficial for delegates?

VENUE(S)

1. What is/are the potential conference hosting venues?

2. What is/are the potential host hotels in the region?

PROPOSED CONFERENCE DATES

Reminder: Conferences typically occur over a period of 4 days / 3 nights, or 3 nights/4 days. Please ensure that the dates do not coincide with major national, international or religious holidays.

1. Please indicate which year your institution/organization is most interested in hosting? If applicable, please indicate your second and/or third year of choice.

Year _____ (1st Choice)
Year _____ (2nd Choice)
Year _____ (3rd Choice)

2. What are the proposed conference dates?

BUDGET / SPONSORS

1. Have you reviewed the sample host budget?
Check either yes or no.

Yes ☐   No ☐

2. Who are your potential sponsors and funders?

3. Have you reviewed the guidelines?
Check either yes or no.

Yes ☐   No ☐

Printed Name_____   **Signature** _____

   Title _____   **Date** _____

Appendix A:
Sample Schedules

Martinique, 2019

Day 1

TIME	EVENT
9:00 AM – 9:50 AM	Welcome Remarks and Opening Session
9:50 AM – 10:20 AM	Coffee and Networking Break
10:20 AM – 12:00 PM	Presentations
12:00 PM – 1:00 PM	Concurrent Sessions
1:00 PM – 2:00 PM	Lunch and Networking Session
2:00 PM – 4:30 PM	Concurrent Sessions
7:00 PM – 9:30 PM	Evening Reception and Exhibition Visit to Museum

Day 2

TIME	EVENT
9:30 AM – 11:00 AM	Concurrent Sessions
11:00 AM – 11:30 AM	Coffee and Networking Break
11:40 AM – 1:00 PM	Concurrent Sessions, Presentations, Posters
1:00 PM – 2:00 PM	Lunch and Networking Session
2:00 PM – 4:50 PM	Half-Day Cultural Tours
7:00 PM – 9:30 PM	Evening Reception at Paul Gaugin Centre

Day 3

TIME	EVENT
9:00 AM – 11:00 AM	Concurrent Workshops
11:00 AM – 11:30 AM	Coffee and Networking Break
11:40 AM – 1:00 PM	Concurrent Workshops
1:00 PM – 2:30 PM	MAC AGM and Luncheon
2:00 PM – 4:50 PM	Half-Day Cultural Tour
7:00 PM – 9:30 PM	MAC Dinner at Pinchot Museum

Miami, 2017

Day 1

TIME	EVENT
7:30 AM – 9:00 AM	Continental Breakfast
9:00 AM – 3:30 PM	Miami's Caribbean Neighborhoods Coach Tour (Sponsored by HistoryMiami)
6:30 PM – 8:30 PM	Opening Reception at Vizcaya Museum and Gardens (Sponsored by the Greater Miami Convention & Visitors Bureau)

Day 2

TIME	EVENT
7:30 AM – 8:30 AM	Continental Breakfast
8:45 AM – 9:45 AM	Welcome Plenary
9:45 AM – 10:00 AM	Coffee Break
10:00 AM – 12:15 PM	Concurrent Sessions/Presentations
12:15 PM – 1:45 PM	Luncheon and Keynote Address on Caribbean Museums
2:00 PM – 6:00 PM	Concurrent Sessions/Presentations
3:30 PM – 4:00 PM	Coffee Break
7:30 PM – 9:00 PM	Evening Reception at the African American Research Library and Cultural Center (Transportation provided by the Broward County Convention & Visitors Bureau)

Day 3

TIME	EVENT
7:30 AM – 8:30 AM	Continental Breakfast
8:45 AM – 9:45 AM	Morning Plenary: Miami's Museum Landscape
10:00 AM – 12:30 PM	Concurrent Sessions/Presentations
10:45 AM – 11:00 AM	Coffee Break
12:45 PM – 2:15 PM	Luncheon Plenary Miami MoCAAD: A New Gateway to Contemporary Art of the African Diaspora
2:30 PM – 5:15 PM	Concurrent Sessions/Presentations
3:30 PM – 3:45 PM	Coffee Break
6:30 PM – 8:30 PM	Evening Reception at the Black Archives & Lyric Theatre of South Florida

Day 4

TIME	EVENT
7:30 AM – 8:30 AM	Continental Breakfast
9:00AM – 12:30 PM	Hands-On Workshops: Conservation Planning, Temporary Exhibitions
10:30 AM – 11:00 AM	Coffee Break
12:45 PM – 1:45 PM	Luncheon Closing Plenary Beyond Boundaries: MAC, AAAM, NMAAHC and the 28th Conference
2:00 PM – 4:00 PM	MAC Annual General Meeting
5:00 PM – 9:00 PM	Complimentary Tours of the Pérez Art Museum of Miami

Cayman Islands, 2016

Day 1 (Island Cultural & Heritage Tour)

TIME	EVENT
9:30 AM	Hotel pick up
10:00 AM	Pedro St. James
11:30 AM	National Trust Mission House
12:30 PM	Lunch Break
2:00 PM	Mind's Eye – The Visionary World of Gladwyn "Miss Lassie" Bush
3:30 PM	Cayman Turtle Centre
4:30 PM	Hotel drop off
6:00 PM – 7:30 PM	Evening Event: Cocktail Reception An Evening of Art (National Gallery of the Cayman Islands)
7:30 PM	Dinner (International Guests)
9:15 PM	Hotel drop off

Day 2

TIME	EVENT
8:30 AM – 9:15 AM	Registration
9:15 AM – 10:15 AM	Welcome Ceremony
10:15 AM – 10:45 AM	Coffee Break
10:45 AM – 12:15 PM	Keynote Panel: *The Essential Museum* Three Caribbean art museum directors discuss their organisational strategies for increasing social value and engaging communities.
12:15 PM – 1:15 PM	Lunch Break
12:45 PM – 1:10 PM	Lunch Session: *Cross Curricular Learning Sessions* Walking tour at the National Gallery of the Cayman Islands.
1:15 PM – 3:15 PM	Afternoon Sessions Track 1: *Creating Conversations* Inviting audience participation in the development of exhibitions, collections development and programming.
3:15 PM – 3:30 PM	Coffee Break
3:30 PM – 5:00 PM	Afternoon Sessions Track 2: *3 Cs of Audience Participation* A framework for inclusive exhibition development at the Cayman Islands National Museum.
6:30 PM – 8:30 PM	Evening Event Looky Ya: Culture History and Art at the Cayman Islands National Museum

Day 3

TIME	EVENT
9:00 AM	**Special Presentation:** *The Policy Seed* A project overview of the development of culture & heritage policy and strategic planning and its implications on the sector growth in the Cayman Islands.
12:45 PM – 1:10 PM	**Lunch Session:** *Speaking the Digital Language* Connecting with 21st century audiences through a creative use of social media.
6:30 PM – 8:00 PM	Evening Event: Governor's Reception

Day 4

TIME	EVENT
9:00 AM – 10:45 AM	Roundtable Workshop
10:45 AM – 11:00 AM	Coffee Break
11:00 AM – 12:30 PM	MAC AGM
12:30 PM – 1:00 PM	Closing Ceremony

Appendix B:
Sample Budget

Appendix B – Sample Budget (Miami, 2017)

	CONFERENCE REVENUE
Private Grant: Administration Sponsorship	$10,000
Convention & Visitors Bureau Sponsorship	$10,000
Private Corporate Sponsorship: Luncheon **Plenary**	$10,000
Registration Fees	$14,425
Private Grant: Travel Scholarships **Sponsorship**	$10,000
Advertisement	$450.00
Exhibitor Table	$250.00
TOTAL REVENUE	**$55,125**

CONFERENCE EXPENSES

Venue	
Catering	$12,638.84
Table, Easel Rental	$1,152.66
AV	$5,000.00
Travel Scholarships	
Airfare	$2,764.51
Lodging	$3,847.40
Registration	$875.00
Ground Transportation	$100.00
Art Bursts	
Performers (3)	$1,500.00
Sponsored Opening Reception	
Catering	$6,000
Transportation	$1,380.00
Performers	$500.00
Signage & Printing	$295.00
Office Supplies	$150.00
Program Booklet	
Design	$2,500.00
Printing	$3,000.00
Shipping	$1,095.31
Keynote Speaker	$1,926.02
Conference Support Staff	$3,013.13
Credit Card Fees (@ 2.3%)	$385.25
TOTAL EXPENSES	**$48,123.12**

Please note: *Conference bags and cultural tours were provided in-kind.*

TOTAL CONFERENCE PROFITS:

$7,001.88