

Subject: Fwd: Deep-Sea Biology Symposium stuff
Date: Wednesday, May 31, 2023 at 1:47:21 PM Pacific Daylight Time
From: Brian Schlining
To: Bill Kirkwood
Attachments: MConferenceCenter.pdf, Marriott_bill_retrieval.pdf

Hi Bill,

Here's the budget for the 2018 Deep-sea Biology Symposium in Monterey at the Marriott. (I think it was about 300-ish people). This is all I have for numbers to compare for the marine imaging workshop.

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Begin forwarded message:

From: Mariah Salisbury <mariah@mbari.org>
Subject: Deep-Sea Biology Symposium stuff
Date: December 14, 2022 at 11:52:45 AM PST
To: Brian Schlining <brian@mbari.org>
Reply-To: Mariah Salisbury <mariah@mbari.org>

Hey Brian,

Here's all the stuff!

Main expenses:

- The Marriott invoice is mostly the food/coffee and AV for the rooms (\$78,570)
- The Conference Center invoice is room rental (\$12,000)
- The banquet dinner at the Aquarium was ~\$100/person
- We used EventBrite for registration and Square for accepting payments at the conference, and had to pay fees for those (~\$13,000)

Other expenses:

- We had a trolley rental to tote people back to the banquet (~\$900)
- We gave mugs away (~\$3,500)
- Signage for the registration desk (~\$5,000)
- Name badge supplies (~\$120 - made in house)
- Insurance (~\$500)
- Art for t-shirts (\$500). We sold the t-shirts, so that expense was a wash
- We did the website in-house, but probably had \$100 or so in plugins, hosting, etc. for that.

Happy to chat more if you want more info. George did all the communication with the Conference Center and Marriott, but if I remember correctly, everything went pretty smoothly and they were easy to work with.

I will say that it was a tremendous amount of work... it was pretty much me, George, and Steve H putting it together, and it was basically all I did for months.

Best,
Mariah

Mariah Salisbury
she/her
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