How to use this sheet

Enter your key numbers into the yellow cells in your local currency, remember to state clearly what your local currency is

Don't forget to add your current exchange rate so the USD columns fill in correctly. **Double check this to be certain it is calculating the way you had expected.** If your local currency is US Dollars you should set the currency rate to1

Feel free to zero out rows that you feel don't apply to you, change row labels and to add rows for expenses you will need.

Enter sponsorship information on the sponsors sheet.

Looking at previous year LOCs sent may be useful

| CONSTANTS | | | | | | | | | | | | | | | | |
|---|-----------------|----------------------------------|--------------------------|-------------------------------------|--------------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|-------------------------------|----------------------------|-----------------------------------|-------------------------|--------------------|--|
| USD Exchange Rate | 1.6900 | | https://www.or | oogle.com/searc | h?q=1usd+in+nz | <u>zd</u> | | | | | | | | | | |
| Early Bird Registrations Workshop Slots | 50% [1] 240 | | Approx averag | ge over previous 6 workshops wit | global conferen | ces | From RFP | loc "We hope | to keep the cost | per participant | under \$650 | USD for the | conference | e (plus wor | kshops)." | |
| Local Currency Workshops Fee (net of any local sales tax payable) [2] | \$NZD \$50 | \$USD \$30 | | | | | Typical Co \$NZD | \$USD | + GD) | | | | | (4 | | |
| Conference Fee Early Bird (net of any local sales tax payable) | \$700 | \$414 | | | | EE | \$1,050 | \$621 Be | elow 1000 NZD an | nd 650 USD | | | | | | |
| Conference Fee Standard (net of any local sales tax payable) Conference Fee Student (net of any local sales tax payable) | \$950 \$200 | | | must volunteer fo | r min 2 days | St | u \$550 | \$769 \$325 | | | | | | | | |
| Conference Fee Late (From 1 Nov 2025) Student Registrations | \$1,500 3% | \$888 | | | - 7- | La | | \$1,095 | | | | | | | | |
| Late Registrations | 5% | | | | | | | | | | | | | | | |
| Complimentary Registrations [3] Gala Dinner Fee | 10% \$150 | \$89 | Need to keep \$377.84 | as low as possi Value per perso | ole and include o | omplimentary | keynote and | sponsor registr | rations sor \$278.22 | Value per por | \$262.72 | Value ner ~ | rson | | | |
| Ice Breaker Fee (included in Conference registration) | \$-00 | \$0 | | | | . Low per pela | 9200.33 | . and per per | y210.22 | . and a per per | . 4202.72 | . and per pe | | | | |
| Women In Geospatial Breakfast Women In Geospatial Breakfast Cap (limited number) | \$49 70 | \$29 | \$197.57 | Value per perso | 1 | | | | | | | | | | | |
| T-Shirt Fee | \$40 | \$24 | | | | | | | | | | | | | | |
| Gala Dinner Registrations, Ice Breaker Registrations, T-shirt uptake Percentage surplus back to OSGeo | 70% 50% | | RFP Guideline | on 2023 FOSS e is 85% if OSG | 4G Oceania (tito) eo seed money r |) needed, 50% i | f not | | | | | | | | | |
| Contingency Percentage Probable Sponsorship | 5% \$142.500 | \$84,320 | | | | | | min breakever | 60.404 | | 624.002 | | | | | |
| | \$142,500 | \$04,320 | | min breakeven | | min breakeven | | min breakever | | min breakever | | min breakev | en | | | |
| SUMMARY | | | Worst \$NZD | \$USD | Worse \$NZD | \$USD | Base \$NZD | \$USD | Better \$NZD | \$USD | \$NZD | \$USD | | | | |
| Total Attendance | | | 350 150 | | 450 160 | | 550 | | 650 200 | | 750 250 | | | | | |
| Anticipated attendance from Oceania region Climate Change / Carbon Offset initiative of donated trees | | | 350 | trees | 450 t | trees | 170 550 | trees | 650 | trees | | trees | ittps://www.l | tfsnz.org.nz | 1 | |
| Paid Attendance Attendance from outside Oceania | | | 315 200 | 57% | 405 290 | 64% | 495 380 | 69% | 585 450 | 69% | 675 500 | 67% | | | | |
| Complimentary Attendance | 10% | | 35 | 0770 | 45 | 0470 | 55 | 0070 | 65 | 0070 | 75 | 0.70 | | | | |
| Student Attendance Late Attendance | 3% 5% | | 11 | | 14 23 | | 17 28 | | 20 33 | | 23 38 | | | | | |
| Gala Dinner Attendance | 70% | | 221 | | 284 | | 347 | | 410 | | 473 | | | | | |
| Total Revenue Total Expenses | | | \$477,218 \$427,394 | \$252,896 | \$486,267 | \$335,611 \$287,732 | \$658,128 \$545,323 | \$389,425 \$322,676 | | \$357,620 | | \$392,565 | | | | |
| Surplus Surplus per Attendee | | | \$49,824 \$142 | \$29,481 \$84 | \$80,915 \$180 | \$47,879 \$106 | \$112,805 \$205 | \$66,748 \$121 | \$144,694 \$223 | \$85,618 \$132 | \$176,583 \$235 | \$104,487 \$139 | | | | |
| Surplus back to OSGeo | 50% | | \$24,912 | \$14,741 | \$40,458 | \$23,939 | \$56,402 | \$33,374 | \$72,347 | \$42,809 | \$88,292 | \$52,244 | | | | |
| Surplus back to OSGeo Oceania | 50% | | \$24,912 | \$14,741 | \$40,458 | \$23,939 | \$56,402 | \$33,374 | \$72,347 | \$42,809 | \$88,292 | \$52,244 | | | | |
| | | | | | | | | | | | | | | | | |
| REVENUE - REGISTRATION | | | | | | | | | | | | | | USD | Euro | |
| Workshops | 240 | \$50.00 | | \$7,101 | \$12,000 | \$7,101 | \$12,000 | \$7,101 | \$12,000 | \$7,101 | \$12,000 | \$7,101 | | \$29.59 | \$27.62 | |
| Conference Registration Early Bird Conference Registration Standard | 50% 47% | \$700.00 \$950.00 | \$110,250 \$140,648 | \$65,237 \$83,223 | \$141,750 \$180,833 | \$83,876 \$107,001 | \$173,250 \$221,018 | \$102,515 \$130,780 | | \$121,154 \$154,558 | \$236,250 \$301,388 | \$139,793 \$178,336 | | \$414.20 \$562.13 | | |
| Conference Registration Student | 3% | \$200.00 | \$1,890 | \$1,118 | \$2,430 | \$1,438 | \$2,970 | \$1,757 | \$3,510 | \$2,077 | \$4,050 | \$2,396 | | \$118.34 | \$110.50 | |
| Conference Registration Late Gala Dinner Registration | 5% 70% | \$1,500.00 \$150.00 | | \$13,979 \$19,571 | \$30,375 \$42,525 | \$17,973 \$25,163 | \$37,125 \$51,975 | \$21,967 \$30,754 | \$43,875 \$61,425 | \$25,962 \$36,346 | \$50,625 \$70,875 | \$29,956 \$41,938 | | \$887.57 \$88.76 | | |
| Ice Breaker Registration (included in Conference registration) | 70% | \$0.00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | S-00 | | \$0.00 | \$0.00 | |
| T-Shirt Women in Geospatial breakfast | 70% 70 | \$40.00 \$49.00 | | \$5,799 \$2,030 | \$11,340 \$3,430 | \$6,710 \$2,030 | \$13,860 \$3,430 | \$8,201 \$2,030 | \$16,380 \$3,430 | \$9,692 \$2,030 | \$18,900 \$3,430 | \$11,183 \$2,030 | | \$23.67 | \$22.10 | |
| | ,,, | | | | | | | | | | | | | | | |
| Total Registration | | | \$334,718 | \$198,058 | \$424,683 | \$251,291 | \$515,628 | \$305,105 | \$606,573 | \$358,919 | \$697,518 | \$412,732 | | | | |
| REVENUE - SPONSORS & EXHIBITION | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | |
| Sponsors & Exhibitors | | | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | | | | |
| Total Sponsorship & Exhibition | | | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | | | | |
| REVENUE – TOTAL | | | \$477,218 | 6202 277 | \$567,183 | C225 644 | \$658,128 | £200 42E | \$749,073 | 6442 220 | \$840,018 | \$407.0E2 | | | | |
| REVENUE - TOTAL | | | \$4//,210 | \$202,377 | \$567,163 | \$335,011 | \$650,120 | \$309,425 | \$749,073 | \$443,230 | \$640,016 | \$497,052 | | | | |
| EXPENSES - CONFERENCE | | Excl GST | | | | | | | | | | | | | | |
| | | EXU GG1 | | | | | | | | | | | | | | |
| On-site Expenses Meeting room rental | | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | s-00 | UT Sponsore | ed?? | | |
| Insurance | | \$4,000 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | | | | |
| Security and housekeeping Workshop computers (2 students per computer) [4] | 120 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 J | UT Sponsore | ed?? | | |
| Power and network (per workshop computer) | 120 | \$-00 [5] | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | UT Sponsore | ed?? | | |
| Wireless Internet (for all attendees) Volunteer appreciation | | \$-00 [6] \$500 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 k | UT Sponsore | ed?? | | |
| A/V (projectors, screens, audio, plenary, setup, support) | | \$50,000 | \$50,000 | \$29,586 | \$50,000 | \$29,586 | \$50,000 | \$29,586 | \$50,000 | \$29,586 | \$50,000 | \$29,586 | s this enou | ıgh? | | |
| Signage | | \$2,500 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | | | | |
| Display services for exhibition (booths, drape, power, internet) Delegate bags | 15 | \$10,000 [7] \$ 00 | \$10,000 \$-00 | \$5,917 \$-00- | \$10,000 \$ 00 - | \$5,917 \$-00- | \$10,000 \$-00 | \$5,917 8-00 - | \$10,000 \$-00 | \$5,917 \$-00- | \$10,000 8-00 - | \$5,917 8-00 | s this need | led? | | |
| Delegate t-shirts | 70% | \$40 \$10 | \$9,800 \$3,500 | \$5,799 \$2,071 | \$12,600 \$4,500 | \$7,456 \$2,663 | \$15,400 \$5,500 | \$9,112 \$3,254 | \$18,200 \$6,500 | \$10,769 \$3,846 | \$21,000 \$7,500 | \$12,426 \$4,438 | | | | |
| Registration badges & tickets | | \$10 | \$3,500 | φ2,U/ I | \$4,500 | 92,003 | \$0,500 | 93,204 | 30,500 | φJ, 04b | \$1,000 | 94,438 | | | | |
| Committee and Speaker Costs Invited keynote speakers (travel, lodging, fees) | 3 | \$5,000 | \$15,000 | \$8,876 | \$15,000 | \$8,876 | \$15,000 | \$8,876 | \$15,000 | \$8,876 | \$15,000 | \$8,876 | | | | |
| Gifts for speakers (invited, keynotes, etc) | 10 | \$40 | \$400 | \$237 | \$400 | \$237 | \$400 | \$237 | \$400 | \$237 | \$400 | \$237 | | | | |
| Local committee general expenses | + | \$500 | \$500 | \$296 | \$500 | \$296 | \$500 | \$296 | \$500 | \$296 | \$500 | \$296 | | | | |
| Marketing Expenses | | | | | | | | | | | | | | siness Ever | nts Fund Au | ckland NZ |
| Logo and electronic stationary Conference web site | | \$-00- \$-00 | \$-00 \$-00 | \$-00- \$-00 | \$-00 \$-00 | \$-00- \$-00 | \$-00- \$-00 | 8-00- \$-00 | \$-00 \$-00 | \$-00- \$-00 | \$-00- \$-00 | 8-00 S-00 | ogo comp OC to und | etition lertake | | |
| Postcard mail-out | | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | .oc to und | ror tanti | | |
| Final Program (design) Final Program (print) | | \$ 00 - | \$-00 \$-00 | 8-00- 8-00- | 8-00- 8-00- | 8-00- 8-00- | 8-00- 8-00- | 8-00- 8-00- | 8-00- | 8-00- 8-00- | 8-00- 8-00- | 8-00- | Aoved to m | narketing a | dmin | |
| Print advertising | | \$1,000 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | rogram - | rea + pdl | | |
| Internet advertising | | \$4,000 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | 00+ | o obot | | |
| Photographer Marketing and Promotion Coordination | | \$10,000 | \$-00- \$10,000 | \$5,917 | \$-00- \$10,000 | \$-00 \$5,917 | \$-00- \$10,000 | \$5,917 | \$-00 \$10,000 | \$-00 \$5,917 | \$10,000 | \$5,917 | .OC to tak Roshni + | c priot09 | | |
| Administrative Expenses | | | | | | | | | | | | | | | | |
| Abstract Management | | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | S-00 | .oc | | | |
| Long distance, office supplies Photocopier, photocopies | | \$500 \$500 | \$500 \$500 | \$296 \$296 | \$500 \$500 | \$296 \$296 | \$500 \$500 | \$296 \$296 | \$500 \$500 | \$296 \$296 | \$500 \$500 | \$296 \$296 | | | | |
| Two-way radios (8) | 40 | \$-00- | \$-00- | S-00- | \$-00- | S-00- | \$-00- | S-00- | \$-00- | \$-00- | \$-00- | S-00- | VhatsApp | | | |
| Bank charges Bank & credit card fees (Visa & MC) | | \$500 4% | \$500 \$13.389 | \$296 \$7.922 | \$500 \$16.987 | \$296 \$10.052 | \$500 \$20.625 | \$296 \$12.204 | \$500 \$24,263 | \$296 \$14.357 | \$500 \$27,901 | \$296 \$16.509 | | | | |
| Event Cancellation and Liability insurance - see insurance above [9] | | \$-00 | \$13,369 | \$-00 | \$10,987 | \$-00 | \$20,625 | \$12,204 | \$24,263 | \$-00 | \$-00 | \$-00 | | | | |
| Conference Catering Expenses | | | | | | | | | | | | | | | | |
| Morning snacks and drinks | 0 | \$10- | \$-00- | 8-00- | \$-00- | S-00- | \$-00- | 8-00- | \$-00- | \$-00- | \$- 00 - | | s this requi | ired? | | |
| Mid-morning snacks and drinks Lunch | 5 | \$10 \$35 | \$17,500 \$61,250 | \$10,355 \$36.243 | \$22,500 \$78,750 | \$13,314 \$46.598 | \$27,500 \$96,250 | \$16,272 \$56,953 | \$32,500 \$113,750 | \$19,231 \$67,308 | \$37,500 \$131,250 | \$22,189 \$77,663 | | | | |
| Mid-afternoon snacks and drinks | 5 | \$10 | \$17,500 | \$10,355 | \$22,500 | \$13,314 | \$27,500 | \$16,272 | \$32,500 | \$19,231 | \$37,500 | \$22,189 | | | | |
| Evening reception snacks [10] Evening reception drinks | 9 | \$20- \$10- | 8-00- 8-00- | 8-00- 8-00- | \$-00- \$-00- | 8-00- 8-00- | \$-00- \$-00- | 8-00- 8-00- | \$-00- \$-00- | 8-00- 8-00- | 8-00- 8-00- | 8-00-8 8-00-8 | | 6 | | |
| | | 910 | | 9-03 | ŷ-00- | Ų-J0- | \$-00· | Ų-30· | 9-00- | Ų-J0- | Ç-00- | Ģ-00- | uqure | | | |
| Opening Ceremony Powhiri Kalikōrero | + | \$1,000 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | Powhiri. Mar | ori ki Te Wh | are Wānanos | a o Otákou University of Otago |
| | | \$1,000 | \$1,000 | 2002 | \$1,000 | 2004 | \$1,000 | 9032 | \$1,000 | 9002 | J.,000 | 9002 | mac | TO THE | | and a strong or Olago |
| Ice Breaker Venue Hire | Maritime Room | \$3,000 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | | | | |
| Canape Package (2-hour) | | \$60 | \$13,230 | \$7,828 | \$17,010 | \$10,065 | \$20,790 | \$12,302 | \$24,570 | \$14,538 | \$28,350 | \$16,775 | | | | |
| Drinks 2 free then cash bar Event Staff | | \$20 \$2,000 | \$4,410 \$2,000 | \$2,609 \$1,183 | \$5,670 \$2,000 | \$3,355 \$1,183 | \$6,930 \$2,000 | \$4,101 \$1,183 | \$8,190 \$2,000 | \$4,846 \$1,183 | \$9,450 \$2,000 | \$5,592 \$1,183 | | | | |
| AV Package | | \$2,500 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | | | | |
| Security (mandatory) [11] | | \$700 | \$700 | \$414 | \$700 | \$414 | \$700 | \$414 | \$700 | \$414 | \$700 | \$414 | | Total Icebr | reaker \$40.960 | \$46.000 |
| Gala Dinner - Night at the Museum | 1 | | | | | | | | | | | | People | | \$63.02 | |
| Venue Hire Plated Dinner (3-courses) | Museum | \$16,548 \$142 | \$16,548 \$31,311 | \$9,792 \$18.527 | \$16,548 \$40,257 | \$9,792 \$23.821 | \$16,548 \$49,203 | \$9,792 \$29,114 | \$16,548 \$58,149 | \$9,792 \$34,408 | \$16,548 \$67.095 | \$9,792 \$39,701 | | | | |
| Drinks 2 free then cash bar | | \$20 | \$4,410 | \$2,609 | \$5,670 | \$3,355 | \$6,930 | \$4,101 | \$8,190 | \$4,846 | \$9,450 | \$5,592 | | | | |
| AV Package | | \$13,012 | \$13,012 \$2,500 | \$7,699 | \$13,012 \$2,500 | \$7,699 | \$13,012 | \$7,699 | \$13,012 \$2,500 | \$7,699 | \$13,012 | \$7,699 | | | | |
| Galleries Maori and Pacific Guest Speaker | | \$2,500 \$10,000 | \$2,500 \$10,000 | \$1,479 \$5,917 | \$2,500 \$10,000 | \$1,479 \$5,917 | \$2,500 \$10,000 | \$1,479 \$5,917 | \$2,500 \$10,000 | \$1,479 \$5,917 | \$2,500 \$10,000 | \$1,479 \$5,917 | ttps://www | Sir lan Tavl | for pencilled | in, \$7500 + gst + travel and accommod |
| Security | | \$1,032 | \$1,032 | \$611 | \$1,032 | \$611 | \$1,032 | \$611 | \$1,032 | \$611 | \$1,032 | \$611 | | | | J JIN GOOMIIIO |
| MG Bus/Transport (6 @ \$750) | | \$ 00 \$750 | \$-00 \$4,500 | \$-00- \$2,663 | \$4,500 | \$-00- \$2,663 | \$-00 \$4,500 | \$-00- \$2,663 | \$4,500 | \$-00 \$2,663 | \$4,500 | \$2,663 | | Total Dinn \$103,725 | \$113,931 | \$124,137 |
| | | 9100 | ψ4,000 | 92,000 | ₩,500 | Q2,000 | Q4,000 | V2,000 | 94,000 | ψ£, 303 | Q-4,000 | Q2,003 | | | \$278.22 | |
| TGP Breakfast Breakfast canapes and beverages for 50 | The Churchill | \$3,000 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | | | | |
| | State | ,out | 40,000 | ,,,,, | 40,000 | ,,,,, | 40,000 | -1,770 | \$0,000 | | 20,000 | -1,770 | | | | |
| | ABs Experience | \$850 | \$850 | \$503 | \$850 | \$503 | \$850 | \$503 | \$850 | \$503 | \$850 | \$503 | | | | |
| Women In Geospatial Breakfast Venue Hire | | \$55 | \$3,850 | \$2,278 | \$3,850 | \$2,278 | \$3,850 | \$2,278 | \$3,850 | \$2,278 | \$3,850 | \$2,278 | | | | |
| Venue Hire Plated Breakfast | 70 | | \$4,130 | \$2,444 | \$4,130 | \$2,444 | \$4,130 | \$2,444 | \$4,130 | \$2,444 | \$4,130 | \$2,444 | | | | |
| Venue Hire Plated Breakfast All Blacks Guided Tour | 70 70 | \$59 \$5,000 | \$4,130 | \$2,959 | \$5,000 | \$2.959 | \$5.000 | \$2.959 | \$5.000 | \$2.959 | \$5,000 | \$2,950 | x Black Fr | ern Nara Si | ua? | |
| Venue Hirle Plated Breakfast All Blacks Guided Tour Previous Player (anything between 5k-10k depending on player) | | | | | \$5,000 | \$2,959 | \$5,000 | \$2,959 | \$5,000 | \$2,959 | \$5,000 | \$2,959 | Ex Black Fe | ern Nara Si | ua? | |
| Venue Hire Hildel Breakfast All Blacks Guided Tour Previous Player (anything between 5k-10k depending on player) Childcare Programme | | | | | \$5,000 \$6,000 | \$2,959 | \$5,000 | \$2,959 | \$5,000 | \$2,959 | \$5,000 | \$2,959 | Ex Black Fe | ern Nara Si | ua? | |
| Women in Geospatial Breakfast Venue Hire Plated Breakfast All Blacks Guided Tour Previous Player (anything between 5k-10k depending on player) Childcare Programme On-site Professional Childcare Programme Climate Change / Carbon Offset Initiative | 70 1 | \$5,000 | \$5,000 | \$2,959 | | | | | | | | | x Black Fe | ern Nara Si | ua? | |

| Total Conference Expenses | | | \$357,772 | \$211,699 | \$408,616 | \$241,785 | \$459,500 | \$271,894 | \$510,384 | \$302,002 | \$561,268 | \$332,111 | |
|--|---------|------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------------|
| EXPENSES - OTHER | | | | | | | | | - | | | | |
| Contingency | 5 | % | \$17,889 | \$10,585 | \$20,431 | \$12,089 | \$22,975 | \$13,595 | \$25,519 | \$15,100 | \$28,063 | \$16,606 | |
| Total Pre-tax Expenses | | | \$375,660 | \$222,284 | \$429,047 | \$253,874 | \$482,475 | \$285,488 | \$535,903 | \$317,102 | \$589,331 | \$348,717 | |
| EXPENSES – CONFERENCE ORGANIZER [12] | | | | | | | | | | | | | |
| Fixed organization fee for PCO | was 25k | 8-00- | 8-00 | 8-00- | 8-00- | 8-00- | 8-00- | 8-00- | 8-00- | 8-00- | 8-00- | 8-00- | |
| Conference management services (as described in separate document) | 33.5k | \$-00 | \$-00 | S-00 | \$-00 | S-00 | \$-00 | S-00 | \$-00 | \$-00 | \$-00 | S-00 | LOC to undertake |
| Onsite Management | 26k | \$26,000 | \$26,000 | \$15,385 | \$26,000 | \$15.385 | \$26,000 | \$15,385 | \$26,000 | \$15,385 | \$26,000 | \$15,385 | |
| Financial management | 10.5k | \$10,500 | \$10,500 | \$6,213 | \$10,500 | \$6,213 | \$10,500 | \$6,213 | \$10,500 | \$6,213 | \$10,500 | \$6,213 | |
| Total Conference Organizer Expenses | | | \$36,500 | \$21,598 | \$36,500 | \$21,598 | \$36,500 | \$21,598 | \$36,500 | \$21,598 | \$36,500 | \$21,598 | |
| GST to pay (15%) | | | | | | | | | | | | | |
| GST | | | \$15,234 | \$9,014 | \$20,720 | \$12,261 | \$26,348 | \$15,590 | \$31,975 | \$18,920 | \$37,603 | \$22,250 | |
| | | | | | | | | | | | | | |
| EXPENSES - TOTAL | | | \$427,394 | \$252,896 | \$486,267 | \$287,732 | \$545,323 | \$322,676 | \$604,379 | \$357,620 | \$663,434 | \$392,565 | |
| Surplus [13] | | | | | | | | | | | _ | | |
| FINAL SURPLUS | | | \$49,824 | \$29,481 | \$80,915 | \$47,879 | \$112,805 | \$66,748 | \$144,694 | \$85,618 | \$176,583 | \$104,487 | |
| | | | NZD | USD | |

| Ice Breaker | | Maritime | Weta | AUT |
|----------------------------|--------------|----------|----------|-----|
| Venue Hire | e.g.Maritime | \$3,000 | \$8,250 | |
| Canape Package (2-hour) | | \$60 | \$60 | |
| Dinks 1 free then cash bar | | \$10 | \$64 | |
| Selection of Platters (20) | | | \$250 | |
| Event Staff | | \$2,000 | | |
| AV Package | | \$2,500 | \$17,066 | |
| Security (mandatory) [14] | | \$700 | \$870 | |
| | | | | |
| | | \$36,200 | 59,000 | |

| Gala Dinner | | Museum | Shed 10 | AUT |
|-----------------|----------------|----------------|----------|-----|
| | | | | AUT |
| Venue Hire | e.g.Museum | \$16,548 | \$8,650 | |
| Plated Dinner | (3-courses) | \$142 | \$142 | |
| Drinks 1 free t | hen cash bar | \$10 | \$10 | |
| AV Package | | \$13,012 | \$17,000 | |
| Labour costs | | | \$1,300 | |
| Galleries Mao | ri and Pacific | \$2,500 | | |
| Guest Speake | er | \$10,000 | \$10,000 | |
| MC | | | | |
| | | \$102,860 | \$96,450 | |
| | | | | |
| | | \$250 / person | | |

| | | | Revenue | | | | | | | |
|-----|------|---------------------|--------------|-------------|--------------|--------------|---------------|------------|--------------|-----------------|
| | | Income | Tickets | Sponsors | Total | Expenses | | | | |
| Jan | 2024 | | | | | | | | | |
| Feb | 2024 | | | | | | | | | |
| Mar | 2024 | | | | | | | | | |
| Apr | 2024 | | | | | | | | | |
| May | 2024 | | | | | | | | | |
| Jun | 2024 | | | | | | | | | |
| Jul | 2024 | | | | | | | | | |
| Aug | 2024 | | | | | | | | | |
| Sep | 2024 | | | | | | | | | |
| Oct | 2024 | | | | | | | | | |
| Nov | 2024 | | | | | | | | | |
| Dec | 2024 | | | \$10,000.00 | \$10,000.00 | 0 | NZ Tourism Sp | onsorship | | |
| Jan | 2025 | | \$5,000.00 | \$0.00 | \$5,000.00 | \$5,000.00 |) | | AUT | \$195,000.00 |
| Feb | 2025 | | \$5,000.00 | \$0.00 | \$5,000.00 | \$5,000.00 | | | Audio | \$50,000.00 |
| Mar | 2025 | | \$10,000.00 | \$5,000.00 | \$15,000.00 | \$10,000.00 | | | confrence fo | od \$115,000.00 |
| Apr | 2025 | | \$15,000.00 | | \$35,000.00 | \$10,000.00 |) | | woorkshop f | |
| May | 2025 | 말 | \$15,000.00 | \$20,000.00 | \$35,000.00 | \$15,000.00 | | | | |
| Jun | 2025 | ≥ | \$50,000.00 | \$30,000.00 | \$80,000.00 | \$15,000.00 | | | Icebreaker | \$22,500.00 |
| Jul | 2025 | Standard Early BIrd | \$125,000.00 | \$5,000.00 | \$130,000.00 | \$30,000.00 | | Early Bird | Gala | \$25,000.00 |
| Aug | 2025 | Ē | \$45,000.00 | \$5,000.00 | \$50,000.00 | \$10,000.00 |) | , | | |
| Sep | 2025 | β | \$80,000.00 | \$5,000.00 | \$85,000.00 | \$10,000.00 |) | | Marketing | \$15,000.00 |
| Oct | 2025 | Sta | \$200,000.00 | | \$200,000.00 | \$30,000.00 |) | Standard | | |
| Nov | 2025 | Late | \$45,000.00 | | \$45,000.00 | \$250,000.00 | | Late | Dsiplay serv | ve: \$10,000.00 |
| Dec | 2025 | | | | 0 | \$10,000.00 | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | \$595,000.00 | \$90,000.00 | \$695,000.00 | \$400,000.00 |) | | | |
| | | | | | | \$400,000.00 |) | | | |

| USD Exchange Rate | 1.6900 | | https://www. | ogle.com/search?q | =1updain : ' | | | | |
|--|--------------------|---|------------------------------------|---------------------------------------|------------------------------------|-------------------------|------------------------------------|----------------------------------|---|
| Early Bird Registrations | 50% [15] | | Approx averag | e over previous glol | bal conference | | | | |
| Workshop Slots Local Currency | \$NZD | | | workshops with mi | | | Typical Cost | c "We hope to k (C + 4xWS + G | teep the cost per participant under \$650 USD for the conference (plus workshops)." |
| Workshops Fee [16] Conference Fee Early Bird | \$50 \$700 | \$30 \$414 | | | | E | \$NZD | \$USD | |
| Conference Fee Standard | \$950 | \$562 | | | | S | td \$1,300 | \$769 | |
| Conference Fee Student Conference Fee Late (From 1 Nov 2025) | \$200 \$1,500 | \$118 \$888 | Low fee and m | ust volunteer for mi | n 2 days | | tu \$550 ate \$1,850 | \$325 \$1,095 | |
| Student Registrations ate Registrations | 3% 5% | | | | | | | | |
| Complimentary Registrations [17] | 10% | | Need to keep a | as low as possible a | ind include con | nplimentary keyno | te and sponsor r | egistrations | |
| Gala Dinner Fee lce Breaker Fee (included in Conference registration) | \$150 \$-00 | \$89 \$0 | \$299.35 \ | /alue per person | \$278.22 | Value per person | \$262.72 | Value per perso | on |
| Women In Geospatial Breakfast Women In Geospatial Breakfast Cap (limited number) | \$49 70 | \$29 | \$197.57 | /alue per person | | | | | |
| T-Shirt Fee | \$40 | \$24 | | | | | | | |
| Gala Dinner Registrations, Ice Breaker Registrations, T-shirt uptake Percentage surplus back to OSGeo | 70% 50% | | Uptake based RFP Guideline | on 2023 FOSS4G (is 85% if OSGeo s | Oceania (tito) eed money nee | eded, 50% if not | | | |
| Contingency Percentage Probable Sponsorship (modelled with local and international sponsors) | 5% \$142,500 | \$84,320 | | nin breakeven | | min breakeven | -\$39 558 | min breakeven | |
| | \$142,000 | 904,320 | | iiii breakeveii | | IIIII breakeveii | | | |
| SUMMARY | | | Base \$NZD | \$USD | Better \$NZD | \$USD | Best \$NZD | \$USD | |
| Total Attendance Anticipated attendance from Oceania region | | | 550 170 | | 650 200 | | 750 250 | | |
| Climate Change / Carbon Offset initiative of donated trees | | | 550 t | rees | 650 | trees | 750 | trees | https://www.tfsnz.org.nz/ |
| Paid Attendance Attendance from outside Oceania | | | 495 380 | 69% | 585 450 | 69% | 675 500 | 67% | |
| Complimentary Attendance Student Attendance | 10% 3% | | 55 17 | | 65 20 | | 75 23 | | |
| Late Attendance | 5% | | 28 | | 33 | | 38 | | |
| Gala Dinner Attendance Total Revenue | 70% | | 347 \$658,128 | \$389,425 | 410 \$749,073 | \$443,238 | 473 \$840,018 | \$497,052 | |
| Total Expenses Surplus | | | \$539,848 \$118,280 | \$319,437 \$69,988 | \$598,904 \$150,169 | \$354,381 \$88,857 | \$657,959 \$182,058 | \$389,325 \$107,727 | |
| Surplus per Attendee | | | \$215 | \$127 | \$231 | \$137 | \$243 | \$144 | |
| Surplus back to OSGeo Surplus back to OSGeo Oceania | 50% 50% | | \$59,140 \$59,140 | \$34,994 \$34,994 | \$75,084 \$75,084 | \$44,429 \$44,429 | \$91,029 \$91,029 | \$53,863 \$53,863 | |
| | | | | | | | | | |
| REVENUE - REGISTRATION | | | | | | | | | |
| Workshops | 240 | \$50.00 | \$12,000 | \$7,101 | \$12,000 | \$7,101 | \$12,000 | \$7,101 | |
| Conference Registration Early Bird | 50% | \$700.00 | \$173,250 | \$102,515 | \$204,750 | \$121,154 | \$236,250 | \$139,793 | |
| Conference Registration Standard Conference Registration Student | 47% 3% | \$950.00 \$200.00 | \$221,018 \$2,970 | \$130,780 \$1,757 | \$261,203 \$3,510 | \$154,558 \$2,077 | \$301,388 \$4,050 | \$178,336 \$2,396 | |
| Conference Registration Late Gala Dinner Registration | 5% 70% | \$1,500.00 \$150.00 | \$37,125 \$51,975 | \$21,967 \$30,754 | \$43,875 \$61,425 | \$25,962 \$36,346 | \$50,625 \$70,875 | \$29,956 \$41,938 | |
| Ice Breaker Registration (included in Conference registration) | 70% | \$0.00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | |
| T-Shirt Women in Geospatial breakfast | 70% 70 | \$40.00 \$49.00 | \$13,860 \$3,430 | \$8,201 \$2,030 | \$16,380 \$3,430 | \$9,692 \$2,030 | \$18,900 \$3,430 | \$11,183 \$2,030 | |
| | 70 | . 40.00 | | | | | | | |
| Total Registration | | | \$515,628 | \$305,105 | \$606,573 | \$358,919 | \$697,518 | \$412,732 | |
| REVENUE - SPONSORS & EXHIBITION | | | | | | | | | |
| | | | | | | | | | |
| Sponsors & Exhibitors (modelled with local and international sponsors) | | | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | |
| Total Sponsorship & Exhibition | | | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | |
| REVENUE - TOTAL | | | \$658,128 | \$389,425 | \$749,073 | \$443,238 | \$840.018 | \$497.052 | |
| Security and housekeeping Wireless Internet (for all attendees) Volunteer appreciation | | \$4,000 \$-00 \$-00 [18] \$500 | \$4,000 \$-00 \$-00 \$500 | \$-00 \$-00 \$296 | \$4,000 \$-00 \$-00 \$500 | \$-00 \$-00 \$296 | \$4,000 \$-00 \$-00 \$500 | \$-00 \$296 | AUT Sponsored AUT Sponsored |
| A/V (projectors, screens, audio, plenary, setup, support) Signage | | \$50,000 \$2,500 | \$50,000 \$2,500 | \$29,586 \$1,479 | \$50,000 \$2,500 | \$29,586 \$1,479 | \$50,000 \$2,500 | \$29,586 \$1,479 | |
| Display services for exhibition (booths, drape, power, internet) Delegate t-shirts | 70% | \$10,000 [19 \$40 | \$10,000 \$15,400 | \$5,917 \$9,112 | \$10,000 \$18,200 | \$5,917 \$10,769 | \$10,000 \$21,000 | \$5,917 \$12,426 | |
| Registration badges & tickets | 70% | \$10 | \$5,500 | \$3,254 | \$6,500 | \$3,846 | \$7,500 | \$4,438 | |
| Committee and Speaker Costs Invited keynote speakers (travel, lodging, fees) | 3 | \$5,000 | \$15,000 | \$8,876 | \$15,000 | \$8,876 | \$15,000 | \$8,876 | |
| Gifts for speakers (invited, keynotes, etc) Local committee general expenses | 10 | \$40 \$500 | \$400 \$500 | \$237 \$296 | \$400 \$500 | \$237 \$296 | \$400 \$500 | \$237 \$296 | |
| Marketing Expenses | | | | | | | | | |
| Conference web site | | \$-00 | \$-00 | S-00 | \$-00 | \$-00 | \$-00 | \$-00 | LOC to undertake |
| Print advertising Internet advertising | | \$1,000 \$4,000 | \$1,000 \$4,000 | \$592 \$2,367 | \$1,000 \$4,000 | \$592 \$2,367 | \$1,000 \$4,000 | \$592 \$2,367 | |
| Marketing and Promotion Coordination | | \$10,000 | \$10,000 | \$5,917 | \$10,000 | \$5,917 | \$10,000 | \$5,917 | |
| Administrative Expenses | | | | | | | | | |
| Abstract Management Long distance, office supplies | | \$-00 \$500 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 \$296 | LOC to undertake |
| Photocopier, photocopies | | \$500 | \$500 | \$296 | \$500 | \$296 | \$500 | \$296 | |
| Bank charges Bank & credit card fees (Visa & MC) | | \$500 4% | \$500 \$20,625 | \$296 \$12,204 | \$500 \$24,263 | \$296 \$14,357 | \$500 \$27,901 | \$296 \$16,509 | |
| Event Cancellation and Liability insurance - see insurance above [20] | | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | |
| Conference Catering Expenses | | | | | | | | | |
| Mid-morning snacks and drinks Lunch | 5 5 | \$10 \$35 | \$27,500 \$96,250 | \$16,272 \$56,953 | \$32,500 \$113,750 | \$19,231 \$67,308 | \$37,500 \$131,250 | \$22,189 \$77,663 | |
| Mid-afternoon snacks and drinks | 5 | \$10 | \$27,500 | \$16,272 | \$32,500 | \$19,231 | \$37,500 | \$22,189 | |
| Opening Ceremony | | | | | | | | | |
| Powhiri Kaikörero | | \$1,000 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | Pöwhiri, Mäori ki Te Whare Wänanga o Ötäkou į University of Otago |
| Ice Breaker | Maritime Deem | 62 000 | 62 000 | 01 770 | ga 000 | 04 770 | 60.000 | 04 777 | |
| Venue Hire Canape Package (2-hour) | Maritime Room | \$3,000 \$60 | \$3,000 \$20,790 | \$1,775 \$12,302 | \$3,000 \$24,570 | \$1,775 \$14,538 | \$3,000 \$28,350 | \$1,775 \$16,775 | |
| Orinks 2 free then cash bar Event Staff | | \$20 \$2,000 | \$6,930 \$2,000 | \$4,101 \$1,183 | \$8,190 \$2,000 | \$4,846 \$1,183 | \$9,450 \$2,000 | \$5,592 \$1,183 | |
| AV Package | | \$2,500 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | |
| Security (mandatory) [21] | | \$700 | \$700 | \$414 | \$700 | \$414 | \$700 | \$414 | |
| Gala Dinner - Night at the Museum /enue Hire | Museum | \$16 F40 | \$16,548 | \$9,792 | \$16,548 | \$9,792 | \$16,548 | \$9,792 | |
| Plated Dinner (3-courses) | iviuodulli | \$16,548 \$142 | \$49,203 | \$29,114 | \$58,149 | \$34,408 | \$67,095 | \$39,701 | |
| Orinks 2 free then cash bar AV Package | | \$20 \$13,012 | \$6,930 \$13,012 | \$4,101 \$7,699 | \$8,190 \$13,012 | \$4,846 \$7,699 | \$9,450 \$13,012 | \$5,592 \$7,699 | |
| Galleries Maori and Pacific | | \$2,500 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | |
| Guest Speaker Security | | \$10,000 \$1,032 | \$10,000 \$1,032 | \$5,917 \$611 | \$10,000 \$1,032 | \$5,917 \$611 | \$10,000 \$1,032 | \$5,917 \$611 | https://www.essentialtalent.co.nz/speakers/sir-ian-taylor |
| Bus/Transport (6 @ \$750) | 6 | \$750 | \$4,500 | \$2,663 | \$4,500 | \$2,663 | \$4,500 | \$2,663 | |
| TGP Breakfast | | | | | | | | | |
| Breakfast canapes and beverages for 50 | The Churchill | \$3,000 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | |
| Women In Spatial Breakfast | 10.5 | | | | | | | | |
| Venue Hire Plated Breakfast | ABs Experience 70 | \$850 \$55 | \$850 \$3,850 | \$503 \$2,278 | \$850 \$3,850 | \$503 \$2,278 | \$850 \$3,850 | \$503 \$2,278 | |
| All Blacks Guided Tour | 70 | \$59 \$5,000 | \$4,130 \$5,000 | \$2,444 \$2,959 | \$4,130 \$5,000 | \$2,444 \$2,959 | \$4,130 \$5,000 | \$2,444 \$2,959 | |
| Previous Player (anything between 5k-10k depending on player) | 1 | 45,000 | \$5,000 | \$2,909 | 000,00 | \$2,959 | 90,000 | \$2,959 | |
| Childcare Programme On-site Professional Childcare Progamme | RockMyBaby | \$6,000 | \$6,000 | \$3,550 | \$6,000 | \$3,550 | \$6,000 | \$3,550 | |
| | ,, | ,2,300 | ,500 | ,,,,,,, | ,000 | ,000 | -5,000 | -5,000 | |
| Climate Change / Carbon Offset Initiative Donation of native trees (1 tree per registration) | Trees for Survival | \$7 | \$3,850 | \$2,278 | \$4,550 | \$2,692 | \$5,250 | \$3.107 | Give a Tree Trees for Survival ((fsnz.org.nz) |
| | | | | | | | | | |

| Contingency | 5% | \$22,975 | \$13.595 | \$25.519 | \$15,100 | \$28.063 | \$16,606 | |
|--|------------|-------------------|-----------|-----------|-----------|-----------|-----------|---|
| | | | | | | | | |
| Total Pre-tax Expenses | | \$482,475 | \$285,488 | \$535,903 | \$317,102 | \$589,331 | \$348,717 | |
| EXPENSES – CONFERENCE ORGANIZER [22] | | | | | | | | |
| Conference management services | 33.5k | 8 00 - | 8-00- | 8-00- | 8-00- | \$-00- | 8-00- | LOC to undertake |
| Onsite Management | 26k \$26 | ,000 \$26,000 | \$15,385 | \$26,000 | \$15,385 | \$26,000 | \$15,385 | |
| Financial management | 10.5k \$10 | ,500 \$10,500 | \$6,213 | \$10,500 | \$6,213 | \$10,500 | \$6,213 | |
| Total Conference Organizer Expenses | | \$36,500 | \$21,598 | \$36,500 | \$21,598 | \$36,500 | \$21,598 | |
| GST to pay (15%) | | | | | | | | |
| GST Payable = Total Revenue * GST Rate (15%) | | 15% \$98,719 | \$58,414 | \$112,361 | \$66,486 | \$126,003 | \$74,558 | |
| Input Tax Credits = Total Expenses with GST * GST Rate (15%) | | \$77,846 | \$46,063 | \$85,860 | \$50,805 | \$93,875 | \$55,547 | For expenses where GST was charged, you can claim input tax credits equal to the amount of GST you paid |
| Net GST = GST Payable - Input Tax Credits | | \$20,873 | \$12,351 | \$26,500 | \$15,681 | \$32,128 | \$19,011 | |
| EXPENSES - TOTAL | | \$539,848 | \$319,437 | \$598,904 | \$354,381 | \$657,959 | \$389,325 | |
| Surplus [23] | | | | | | | | |
| FINAL SURPLUS | | \$118,280 | \$69,988 | \$150,169 | \$88,857 | \$182,058 | \$107,727 | |
| | | SNZD | SUSD | SNZD | SUSD | SNZD | SUSD | |

| USD Exchange Rate | 1,6900 | | https://www.co | ogle.com/search | 2n=1usd+in+n=d | | | | |
|--|--------------------|-------------------------|------------------------|--|------------------------|--|-----------------------------|---|--|
| Early Bird Registrations | 50% [24] | | Approx averag | e over previous g | lobal conferences | 3 | Erom DED 1 | o TMo been to | know the cost par participant under \$650 LISD for the |
| Workshop Slots Local Currency | \$NZD | \$USD | 4 sessions of 6 | workshops with | min 10 attendees | | From RFP do Typical Cost | C "We hope to b (C + 4xWS + G \$USD | keep the cost per participant under \$650 USD for the conference (plus workshops)." 3D) |
| Workshops Fee [25] Conference Fee Early Bird | \$50 \$700 | \$30 \$414 | | | | EB | \$NZD \$1,050 | \$USD \$621 | |
| Conference Fee Standard Conference Fee Student | \$950 \$200 | \$562 | Low foo and m | ust volunteer for | min 2 days | Stu | \$1,300 | \$769 | |
| Conference Fee Late (From 1 Nov 2025) | \$1,500 | \$888 | Low lee and it | ust volunteer for | min 2 days | La | | \$1,095 | |
| Student Registrations ate Registrations | 3% 5% | | | | | | | | |
| Complimentary Registrations [26] Gala Dinner Fee | 10% \$150 | \$89 | Need to keep | as low as possible /alue per person | and include com | plimentary keynote Value per person | and sponsor re | egistrations Value per perso | |
| ce Breaker Fee (included in Conference registration) | \$-00 | \$0 | | | \$313.09 | value per person | \$207.90 | value per perso | 01 |
| Nomen In Geospatial Breakfast Nomen In Geospatial Breakfast Cap (limited number) | \$49 70 | \$29 | \$197.57 | /alue per person | | | | | |
| T-Shirt Fee Gala Dinner Registrations, Ice Breaker Registrations, T-shirt uptake | \$40 70% | \$24 | Untaka basad | on 2023 FOSS40 | Occania (tito) | | | | |
| Percentage surplus back to OSGeo | 50% | | RFP Guideline | is 85% if OSGeo | seed money nee | ded, 50% if not | | | |
| Contingency Percentage Probable Sponsorship (modelled with local and international sponsors) | 5% \$142,500 | \$84,320 | \$72,055 | nin breakeven | \$40,165 | min breakeven | \$8,276 | min breakeven | |
| SUMMARY | | | Base | | Better | | Best | | |
| Ental Attendance | | | \$NZD | \$USD | \$NZD | \$USD | \$NZD | \$USD | |
| lotal Attendance Anticipated attendance from Oceania region | | | 400 170 | | 500 200 | | 600 250 | | |
| Climate Change / Carbon Offset initiative of donated trees Paid Attendance | | | 400 t | rees | 500 450 | trees | 600 540 | trees | https://www.tfsnz.org.nz/ |
| Attendance from outside Oceania | | | 230 | 58% | 300 | 60% | 350 | 58% | |
| Complimentary Attendance Student Attendance | 10% 3% | | 40 12 | | 50 15 | | 60 18 | | |
| ate Attendance Sala Dinner Attendance | 5% 70% | | 20 252 | | 25 315 | | 30 378 | | |
| Total Revenue | 70% | | \$521,710 \$451,265 | \$308,704 \$267,021 | \$612,655 | \$362,518 | \$703,600 | \$416,331 | |
| otal Expenses Surplus | | | \$451,265 \$70,445 | \$267,021 \$41,684 | \$510,320 \$102,335 | \$301,965 \$60,553 | \$569,376 \$134,224 | \$336,909 \$79,423 | |
| urplus per Attendee | | | \$176 | \$104 | \$205 | \$121 | \$224 | \$132 | |
| Surplus back to OSGeo Surplus back to OSGeo Oceania | 50% 50% | | \$35,223 \$35,223 | \$20,842 \$20,842 | \$51,167 \$51,167 | \$30,277 \$30,277 | \$67,112 \$67,112 | \$39,711 \$39,711 | |
| | 2070 | | , | , | 20.,.01 | | ,,2 | | |
| REVENUE - REGISTRATION | | | | | | | | | |
| Vorkshops | 240 | \$50.00 | \$12,000 | \$7,101 | \$12,000 | \$7,101 | \$12,000 | \$7,101 | |
| Conference Registration Early Bird | 50% | \$700.00 | \$126,000 | \$74,556 | \$157,500 | \$93,195 | \$189,000 | \$111,834 | |
| Conference Registration Standard Conference Registration Student | 47% 3% | \$950.00 \$200.00 | \$160,740 \$2,160 | \$95,112 \$1,278 | \$200,925 \$2,700 | \$118,891 \$1,598 | \$241,110 \$3,240 | \$142,669 \$1,917 | |
| Conference Registration Late | 5% | \$1,500.00 | \$27,000 | \$15,976 | \$33,750 | \$19,970 | \$40,500 | \$23,964 | |
| Gala Dinner Registration Ice Breaker Registration (included in Conference registration) | 70% 70% | \$150.00 \$0.00 | \$-00 | \$22,367 \$-00 | \$47,250 \$-00 | \$27,959 \$-00 | \$56,700 \$-00 | \$33,550 \$-00 | |
| F-Shirt | 70% 70 | \$40.00 | \$10,080 | \$5,964 | \$12,600 | \$7,456 | \$15,120 \$3,430 | \$8,947 \$2,030 | |
| Women in Geospatial breakfast | 70 | \$49.00 | \$3,430 | \$2,030 | \$3,430 | \$2,030 | | | |
| Total Registration | | | \$379,210 | \$224,385 | \$470,155 | \$278,198 | \$561,100 | \$332,012 | |
| REVENUE - SPONSORS & EXHIBITION | | | | | | | | | |
| | | | | | | | | | |
| Sponsors & Exhibitors (modelled with local and international sponsors) | | | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | |
| Total Sponsorship & Exhibition | | | \$142,500 | \$84,320 | \$142,500 | \$84,320 | \$142,500 | \$84,320 | |
| REVENUE – TOTAL | | | \$521,710 | \$308,704 | \$612,655 | \$362,518 | \$703,600 | \$416,331 | |
| | | | | | | | | | |
| EXPENSES - CONFERENCE | | | | | | | | | |
| On-site Expenses | | | | | | | | | |
| Meeting room rental | | \$-00 | \$-00 | \$-00 | \$-00 | S-00 | \$-00 | \$-00 | AUT Sponsored |
| Insurance Security and housekeeping | | \$4,000 \$-00 | \$4,000 \$-00 | \$2,367 \$-00 | \$4,000 \$-00 | \$2,367 \$-00 | \$4,000 \$-00 | \$2,367 \$-00 | AUT Sponsored |
| Wireless Internet (for all attendees) | | \$-00 [27] | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | AUT Sponsored |
| Volunteer appreciation A/V (projectors, screens, audio, plenary, setup, support) | | \$500 \$50,000 | \$500 \$50,000 | \$296 \$29,586 | \$500 \$50,000 | \$296 \$29,586 | \$500 \$50,000 | \$296 \$29,586 | |
| Signage | | \$2,500 \$10,000 [28 | \$2,500 \$10.000 | \$1,479 \$5,917 | \$2,500 \$10,000 | \$1,479 \$5.917 | \$2,500 \$10,000 | \$1,479 \$5,917 | |
| Display services for exhibition (booths, drape, power, internet) Delegate t-shirts | 70% | \$40 | \$11,200 | \$6,627 | \$14,000 | \$8,284 | \$16,800 | \$9,941 | |
| Registration badges & tickets | | \$10 | \$4,000 | \$2,367 | \$5,000 | \$2,959 | \$6,000 | \$3,550 | |
| Committee and Speaker Costs | | | | | | | | | |
| Invited keynote speakers (travel, lodging, fees) Gifts for speakers (invited, keynotes, etc) | 3 10 | \$5,000 \$40 | \$15,000 \$400 | \$8,876 \$237 | \$15,000 \$400 | \$8,876 \$237 | \$15,000 \$400 | \$8,876 \$237 | |
| Local committee general expenses | | \$500 | \$500 | \$296 | \$500 | \$296 | \$500 | \$296 | |
| Marketing Expenses | | | | | | | | | |
| Conference web site Print advertising | | \$-00 \$1,000 | \$-00 \$1,000 | \$-00 \$592 | \$-00 \$1,000 | \$-00 \$592 | \$-00 \$1,000 | \$-00 \$592 | LOC to undertake |
| nternet advertising | | \$4,000 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | |
| Marketing and Promotion Coordination | | \$10,000 | \$10,000 | \$5,917 | \$10,000 | \$5,917 | \$10,000 | \$5,917 | |
| Administrative Expenses | | | | | | | | | |
| Abstract Management ong distance, office supplies | | \$-00 \$500 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 \$296 | LOC to undertake |
| Photocopier, photocopies | | \$500 | \$500 | \$296 | \$500 | \$296 | \$500 | \$296 | |
| Bank charges Bank & credit card fees (Visa & MC) | | \$500 4% | \$500 \$15,168 | \$296 \$8,975 | \$500 \$18,806 | \$296 \$11,128 | \$500 \$22,444 | \$296 \$13,280 | |
| Event Cancellation and Liability insurance - see insurance above [29] | | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | |
| Conference Catering Expenses | | | | | | | | | |
| Mid-morning snacks and drinks Lunch | 5 5 | \$10 \$35 | \$20,000 \$70,000 | \$11,834 \$41,420 | \$25,000 \$87,500 | \$14,793 \$51,775 | \$30,000 \$105,000 | \$17,751 \$62,130 | |
| Vid-afternoon snacks and drinks | 5 | \$10 | \$20,000 | \$11,834 | \$25,000 | \$14,793 | \$30,000 | \$17,751 | |
| Dening Ceremony | | | | | | | | | |
| Powhiri Kaikörero | | \$1,000 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | Pöwhiri, Māori ki Te Whare Wānanga o Ōtākou University of Otago |
| ce Breaker | | | | | - | | | | |
| /enue Hire Canape Package (2-hour) | Maritime Room | \$3,000 \$60 | \$3,000 \$15,120 | \$1,775 \$8,947 | \$3,000 \$18,900 | \$1,775 \$11,183 | \$3,000 \$22,680 | \$1,775 \$13,420 | |
| Orinks 2 free then cash bar | | \$20 | \$5,040 | \$2,982 | \$6,300 | \$3,728 | \$7,560 | \$4,473 | |
| Event Staff AV Package | | \$2,000 \$2,500 | \$2,000 \$2,500 | \$1,183 \$1,479 | \$2,000 \$2,500 | \$1,183 \$1,479 | \$2,000 \$2,500 | \$1,183 \$1,479 | |
| Security (mandatory) [30] | | \$700 | \$700 | \$414 | \$700 | \$414 | \$700 | \$414 | |
| Gala Dinner - Night at the Museum | Museum | \$16,548 | \$16,548 | \$9,792 | \$16,548 | \$9,792 | \$16.548 | \$9,792 | |
| enue Hire lated Dinner (3-courses) | wwweulli | \$142 | \$35,784 | \$21,174 | \$44,730 | \$26,467 | \$53,676 | \$31,761 | |
| orinks 2 free then cash bar W Package | | \$20 \$13,012 | \$5,040 \$13,012 | \$2,982 \$7,699 | \$6,300 \$13,012 | \$3,728 \$7,699 | \$7,560 \$13,012 | \$4,473 \$7,699 | |
| Salleries Maori and Pacific | | \$2,500 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | |
| Suest Speaker Security | | \$10,000 \$1,032 | \$10,000 \$1.032 | \$5,917 \$611 | \$10,000 \$1,032 | \$5,917 \$611 | \$10,000 \$1,032 | \$5,917 \$611 | https://www.essentialtalent.co.nz/speakers/sir-lan-taylor |
| sus/Transport (6 @ \$750) | 6 | \$750 | \$4,500 | \$2,663 | \$4,500 | \$2,663 | \$4,500 | \$2,663 | |
| GP Breakfast | | | | | | | | | |
| Breakfast canapes and beverages for 50 | The Churchill | \$3,000 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | |
| Vomen In Spatial Breakfast | | | | | | | | | |
| /enue Hire | ABs Experience | \$850 \$55 | \$850 \$3.850 | \$503 \$2,278 | \$850 \$3.850 | \$503 \$2.278 | \$850 \$3.850 | \$503 \$2,278 | |
| All Blacks Guided Tour | 70 | \$59 | \$4,130 | \$2,444 | \$4,130 | \$2,444 | \$4,130 | \$2,444 | |
| Previous Player (anything between 5k-10k depending on player) | 1 | \$5,000 | \$5,000 | \$2,959 | \$5,000 | \$2,959 | \$5,000 | \$2,959 | |
| Childcare Programme | D. 1015. | | | | | | | | |
| On-site Professional Childcare Progamme | RockMyBaby | \$6,000 | \$6,000 | \$3,550 | \$6,000 | \$3,550 | \$6,000 | \$3,550 | |
| Climate Change / Carbon Offset Initiative Donation of native trees (1 tree per registration) | Trees for Survival | \$7 | \$2,800 | \$1,657 | \$3,500 | \$2,071 | \$4,200 | \$2 49E | Give a Tree Trees for Survival (tfsnz.org.nz) |
| | rices for Survival | 3/ | | | | | | | |
| otal Conference Expenses | | | \$383,174 | \$226,730 | \$434,058 | \$256,839 | \$484,942 | \$286,948 | |

| Contingency | 5% | \$19,159 | \$11,337 | \$21,703 | \$12,842 | \$24,247 | \$14,347 | |
|--|------------|----------------------|-----------|-----------|-----------|-----------|-----------|---|
| Total Pre-tax Expenses | | \$402,333 | \$238,067 | \$455,761 | \$269,681 | \$509,189 | \$301,295 | |
| EXPENSES - CONFERENCE ORGANIZER [31] | | | | | | | | |
| Conference management services | 33.5k | -00 8-00- | 8-00- | 8-00 | 8-00- | \$ 00- | 8.00 | LOC to undertake |
| Onsite Management | 26k \$26 | 000 \$26,000 | \$15,385 | \$26,000 | \$15,385 | \$26,000 | \$15,385 | |
| Financial management | 10.5k \$10 | 500 \$10,500 | \$6,213 | \$10,500 | \$6,213 | \$10,500 | \$6,213 | |
| Total Conference Organizer Expenses | | \$36,500 | \$21,598 | \$36,500 | \$21,598 | \$36,500 | \$21,598 | |
| GST to pay (15%) | | | | | | | | |
| GST Payable = Total Revenue * GST Rate (15%) | | 15% \$78,257 | \$46,306 | \$91,898 | \$54,378 | \$105,540 | \$62,450 | |
| Input Tax Credits = Total Expenses with GST * GST Rate (15%) | | \$65,825 | \$38,950 | \$73,839 | \$43,692 | \$81,853 | \$48,434 | For expenses where GST was charged, you can claim input tax credits equal to the amount of GST you pa |
| Net GST = GST Payable - Input Tax Credits | | \$12,432 | \$7,356 | \$18,059 | \$10,686 | \$23,687 | \$14,016 | |
| EXPENSES - TOTAL | | \$451,265 | \$267,021 | \$510,320 | \$301,965 | \$569,376 | \$336,909 | |
| Surplus [32] | | | | _ | | - | | |
| FINAL SURPLUS | | \$70,445 | \$41,684 | \$102,335 | \$60,553 | \$134,224 | \$79,423 | |
| | | \$NZD | SUSD | \$NZD | SUSD | SNZD | SUSD | |

| USD Exchange Rate Early Bird Registrations | 1.6900 55% [33] | | Approx averag | ogle.com/search e over previous g | lobal conferences | | | | |
|---|--------------------|----------------------|------------------------|--|------------------------|---|-----------------------------|---|--|
| Workshop Slots Local Currency | 750 \$NZD | \$USD | 4 sessions of 6 | workshops with | min 10 attendees | | From RFP do Typical Cost | C "We hope to b (C + 4xWS + G \$USD | keep the cost per participant under \$650 USD for the conference (plus workshops)." GD) |
| Workshops Fee [34] Conference Fee Early Bird | \$125 \$690 | \$74 \$408 | | | | EE | \$NZD \$1,190 | \$USD \$704 | |
| Conference Fee Standard Conference Fee Student | \$920 \$-00 | \$544 | Low foo and m | ust volunteer for | min 2 days | Str | \$1,420 | \$840 \$296 | |
| Conference Fee Late (From 1 Nov 2025) | \$0 | \$0 | LOW lee and it | iust volunteer ior i | IIIII 2 days | La | | \$296 | |
| Student Registrations Late Registrations | 3% 5% | | | | | | | | |
| Complimentary Registrations [35] Gala Dinner Fee | 10% \$-00 | \$0 | Need to keep | as low as possible /alue per person | and include com | nplimentary keynote Value per person | and sponsor re | egistrations Value per perso | |
| ce Breaker Fee (included in Conference registration) | \$-00 | \$0 | | | \$313.09 | value per person | \$207.90 | value per perso | 01 |
| Women In Geospatial Breakfast Women In Geospatial Breakfast Cap (limited number) | \$49 70 | \$29 | \$197.57 | /alue per person | | | | | |
| T-Shirt Fee Gala Dinner Registrations, Ice Breaker Registrations, T-shirt uptake | \$-00 70% | \$0 | Untaka basad | on 2023 FOSS40 | Occania (tito) | | | | |
| Percentage surplus back to OSGeo | 50% | | RFP Guideline | is 85% if OSGeo | seed money nee | eded, 50% if not | | | |
| Contingency Percentage Probable Sponsorship (modelled with local and international sponsors) | 5% \$310,000 | \$183,432 | \$102,315 | nin breakeven | \$88,351 | min breakeven | \$74,388 | min breakeven | |
| SUMMARY | | | Base | | Better | | Best | | |
| Total Attendance | | | \$NZD | \$USD | \$NZD | \$USD | \$NZD | \$USD | |
| Total Attendance Anticipated attendance from Oceania region | | | 400 170 | | 500 200 | | 600 250 | | |
| Climate Change / Carbon Offset initiative of donated trees Paid Attendance | | | 400 t | rees | 500 450 | trees | 600 540 | trees | https://www.tfsnz.org.nz/ |
| Attendance from outside Oceania | 400 | | 230 | 58% | 300 | 60% | 350 | 58% | |
| Complimentary Attendance Student Attendance | 10% 3% | | 40 12 | | 50 15 | | 60 18 | | |
| Late Attendance Gala Dinner Attendance | 5% 70% | | 20 252 | | 25 315 | | 30 378 | | |
| Total Revenue | 7076 | | \$682,904 \$475,219 | \$404,085 \$281,194 | \$751,835 \$530,186 | \$444,873 \$313,720 | \$820,766 \$585,154 | \$485,660 \$346,245 | |
| Total Expenses Surplus | | | \$207,685 | \$122,891 | \$221,649 | \$131,153 | \$235,612 | \$139,416 | |
| Surplus per Attendee Surplus back to OSGeo | 50% | | \$519 \$103,843 | \$307 \$61.445 | \$443 \$110,824 | \$262 \$65,577 | \$393 \$117,806 | \$232 \$69,708 | |
| Surplus back to OSGeo Oceania | 50% | | \$103,843 | \$61,445 | \$110,824 | \$65,577 | \$117,806 | \$69,708 | |
| | | | | | | | | | |
| REVENUE - REGISTRATION | | | | | | | | | |
| Norkshops | 750 | \$125.00 | \$93,750 | \$55,473 | \$93,750 | \$55,473 | \$93,750 | \$55,473 | |
| Conference Registration Early Bird Conference Registration Standard | 55% 42% | \$690.00 \$920.00 | \$136,620 \$139,104 | \$80,840 \$82,310 | \$170,775 \$173,880 | \$101,050 \$102,888 | \$204,930 \$208,656 | \$121,260 \$123,465 | |
| Conference Registration Student | 3% | \$0.00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | |
| Conference Registration Late Gala Dinner Registration | 5% 70% | \$0.00 \$0.00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | |
| Ice Breaker Registration (included in Conference registration) T-Shirt | 70% 70% | \$0.00 \$0.00 | \$-00 \$-00 | S-00 S-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | |
| I-Shirt Women in Geospatial breakfast | 70% 70 | \$0.00 \$49.00 | \$-00 \$3,430 | \$2,030 | \$-00 \$3,430 | \$-00 \$2,030 | \$-00 \$3,430 | \$2,030 | |
| Total Registration | | | \$372,904 | \$220,653 | \$441,835 | \$261,441 | \$510,766 | \$302,228 | |
| | | | ,504 | ,500 | , | , , , , , , | | ,,0 | |
| REVENUE - SPONSORS & EXHIBITION | | | | | | | | | |
| Sponsors & Exhibitors (modelled with local and international sponsors) | | | \$310,000 | \$183,432 | \$310,000 | \$183,432 | \$310,000 | \$183,432 | |
| | | | | | | | | | |
| Total Sponsorship & Exhibition | | | \$310,000 | \$183,432 | \$310,000 | \$183,432 | \$310,000 | \$183,432 | |
| REVENUE - TOTAL | | | \$682,904 | \$404,085 | \$751,835 | \$444,873 | \$820,766 | \$485,660 | |
| EVEN AND AND AND AND AND AND AND AND AND AN | | | | | | | | | |
| EXPENSES - CONFERENCE | | | | | | | | | |
| On-site Expenses Meeting room rental | | \$-00 | \$-00 | S-00 | \$-00 | S-00 | \$-00 | £-00 | AUT Sponsored |
| Insurance | | \$4,000 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | \$4,000 | \$2,367 | |
| Security and housekeeping Wireless Internet (for all attendees) | | \$-00 \$-00 [36] | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | \$-00 \$-00 | AUT Sponsored AUT Sponsored |
| Volunteer appreciation | | \$500 | \$500 | \$296 | \$500 | \$296 | \$500 | \$296 | Aut spontoned |
| A/V (projectors, screens, audio, plenary, setup, support) Signage | | \$50,000 \$2,500 | \$50,000 \$2,500 | \$29,586 \$1,479 | \$50,000 \$2,500 | \$29,586 \$1,479 | \$50,000 \$2,500 | \$29,586 \$1,479 | |
| Display services for exhibition (booths, drape, power, internet) Delegate t-shirts | 70% | \$10,000 [37 \$40 | \$10,000 \$11,200 | \$5,917 \$6,627 | \$10,000 \$14,000 | \$5,917 \$8,284 | \$10,000 \$16,800 | \$5,917 \$9,941 | |
| Registration badges & tickets | 70% | \$10 | \$4,000 | \$2,367 | \$5,000 | \$2,959 | \$6,000 | \$3,550 | |
| Committee and Speaker Costs | | | | | | | | | |
| Invited keynote speakers (travel, lodging, fees) Gifts for speakers (invited, keynotes, etc) | 3 10 | \$5,000 \$40 | \$15,000 \$400 | \$8,876 \$237 | \$15,000 \$400 | \$8,876 \$237 | \$15,000 \$400 | \$8,876 \$237 | |
| Local committee general expenses | 10 | \$500 | \$500 | \$296 | \$500 | \$296 | \$500 | \$296 | |
| Marketing Expenses | | | | | | | | | |
| Conference web site | | \$-00 | \$-00 | S-00 | \$-00 | \$-00 | \$-00 | \$-00 | LOC to undertake |
| Print advertising Internet advertising | | \$1,000 \$4,000 | \$1,000 \$4,000 | \$592 \$2,367 | \$1,000 \$4,000 | \$592 \$2,367 | \$1,000 \$4,000 | \$592 \$2,367 | |
| Marketing and Promotion Coordination | | \$10,000 | \$10,000 | \$5,917 | \$10,000 | \$5,917 | \$10,000 | \$5,917 | |
| Administrative Expenses | | | 2.01 | 0.00 | | 0.00 | | | |
| Abstract Management Long distance, office supplies | | \$-00 \$500 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$-00 \$296 | \$-00 \$500 | \$296 | |
| Photocopier, photocopies | | \$500 \$500 | \$500 \$500 | \$296 \$296 | \$500 \$500 | \$296 \$296 | \$500 \$500 | \$296 \$296 | |
| Bank charges Bank & credit card fees (Visa & MC) | | 4% | \$14,916 | \$8,826 | \$17,673 | \$10,458 | \$20,431 | \$12,089 | |
| Event Cancellation and Liability insurance - see insurance above [38] | | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | \$-00 | |
| Conference Catering Expenses | | \$10 | 200 000 | \$11.834 | \$25.000 | 214 700 | \$30.000 | \$17.751 | |
| Mid-morning snacks and drinks Lunch | 5 | \$35 | \$20,000 \$70,000 | \$41,420 | \$87,500 | \$14,793 \$51,775 | \$105,000 | \$62,130 | |
| Mid-afternoon snacks and drinks | 5 | \$10 | \$20,000 | \$11,834 | \$25,000 | \$14,793 | \$30,000 | \$17,751 | |
| Opening Ceremony | | | **** | 0.00 | | 0.00 | | | N |
| Powhiri Kaikörero | | \$1,000 | \$1,000 | \$592 | \$1,000 | \$592 | \$1,000 | \$592 | Powhiri, Māori ki Te Whare Wānanga o Ōtākou University of Otago |
| Ice Breaker Venue Hire | Maritime Room | \$3,000 | \$3,000 | \$1.775 | \$3.000 | \$1,775 | \$3,000 | \$1.775 | |
| Canape Package (2-hour) | manama Nooni | \$60 | \$15,120 | \$8,947 | \$18,900 | \$11,183 | \$22,680 | \$13,420 | |
| Drinks 2 free then cash bar Event Staff | | \$20 \$2,000 | \$5,040 \$2,000 | \$2,982 \$1,183 | \$6,300 \$2,000 | \$3,728 \$1,183 | \$7,560 \$2,000 | \$4,473 \$1,183 | |
| AV Package | | \$2,500 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | |
| Security (mandatory) [39] | | \$700 | \$700 | \$414 | \$700 | \$414 | \$700 | \$414 | |
| Gala Dinner - Night at the Museum Venue Hire | Museum | \$16,548 | \$16,548 | \$9,792 | \$16,548 | \$9,792 | \$16,548 | \$9,792 | |
| Plated Dinner (3-courses) | mascam | \$142 | \$35,784 | \$21,174 | \$44,730 | \$26,467 | \$53,676 | \$31,761 | |
| Drinks 2 free then cash bar AV Package | | \$20 \$13,012 | \$5,040 \$13,012 | \$2,982 \$7,699 | \$6,300 \$13,012 | \$3,728 \$7,699 | \$7,560 \$13,012 | \$4,473 \$7,699 | |
| Salleries Maori and Pacific | | \$2,500 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | \$2,500 | \$1,479 | |
| Guest Speaker Security | | \$10,000 \$1,032 | \$10,000 \$1,032 | \$5,917 \$611 | \$10,000 \$1,032 | \$5,917 \$611 | \$10,000 \$1,032 | \$611 | https://www.essentialtalent.co.nz/speakers/sir-ian-taylor |
| Sus/Transport (6 @ \$750) | 6 | \$750 | \$4,500 | \$2,663 | \$4,500 | \$2,663 | \$4,500 | \$2,663 | |
| TGP Breakfast | | | | | | | | | |
| Breakfast canapes and beverages for 50 | The Churchill | \$3,000 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | \$3,000 | \$1,775 | |
| Women In Spatial Breakfast | | | | | | | | | |
| Venue Hire Plated Breakfast | ABs Experience | \$850 \$55 | \$850 \$3,850 | \$503 \$2,278 | \$850 \$3,850 | \$503 \$2,278 | \$850 \$3,850 | \$503 \$2,278 | |
| All Blacks Guided Tour | 70 | \$59 | \$4,130 | \$2,444 | \$4,130 | \$2,444 | \$4,130 | \$2,444 | |
| Previous Player (anything between 5k-10k depending on player) | 1 | \$5,000 | \$5,000 | \$2,959 | \$5,000 | \$2,959 | \$5,000 | \$2,959 | |
| Childcare Programme On-site Professional Childcare Progamme | RockMyBaby | \$6,000 | \$6,000 | \$3,550 | \$6,000 | \$3,550 | \$6,000 | \$3,550 | |
| - | NOUNMYDEDY | 90,000 | 40,000 | 93,330 | 30,000 | φ3,330 | \$0,000 | 33,300 | |
| Climate Change / Carbon Offset Initiative Donation of native trees (1 tree per registration) | Trees for Survival | \$7 | \$2,800 | \$1,657 | \$3,500 | \$2,071 | \$4,200 | \$2.485 | Give a Tree Trees for Survival (tfsnz.org.nz) |
| Total Conference Expenses | | | | | | | | | |
| | | | \$382,922 | \$226,581 | \$432,925 | \$256,169 | \$482,929 | \$285,757 | |

| Contingency | 5% | | \$19,146 | \$11,329 | \$21,646 | \$12,808 | \$24,146 | \$14,288 | |
|--|-------|------------------|----------|-----------|-----------|-----------|-----------|-----------|---|
| Total Pre-tax Expenses | | \$- | 402,068 | \$237,910 | \$454,572 | \$268,977 | \$507,075 | \$300,044 | |
| EXPENSES – CONFERENCE ORGANIZER [40] | | | | | | | | | |
| Conference management services | 33.5k | 8 00- | 8-00- | 8-00 | 8 00 | S-00- | \$-00- | 8-00 | LOC to undertake |
| Onsite Management | 26k | \$26,000 | \$26,000 | \$15,385 | \$26,000 | \$15,385 | \$26,000 | \$15,385 | |
| Financial management | 10.5k | \$10,500 | \$10,500 | \$6,213 | \$10,500 | \$6,213 | \$10,500 | \$6,213 | |
| Total Conference Organizer Expenses | | | \$36,500 | \$21,598 | \$36,500 | \$21,598 | \$36,500 | \$21,598 | |
| GST to pay (15%) | | | | | | | | | |
| GST Payable = Total Revenue * GST Rate (15%) | | 15% \$ | 102,436 | \$60,613 | \$112,775 | \$66,731 | \$123,115 | \$72,849 | |
| Input Tax Credits = Total Expenses with GST * GST Rate (15%) | | | \$65,785 | \$38,926 | \$73,661 | \$43,586 | \$81,536 | \$48,246 | For expenses where GST was charged, you can claim input tax credits equal to the amount of GST you paid |
| Net GST = GST Payable - Input Tax Credits | | | \$36,650 | \$21,687 | \$39,114 | \$23,145 | \$41,579 | \$24,603 | |
| EXPENSES - TOTAL | | \$4 | 75,219 | \$281,194 | \$530,186 | \$313,720 | \$585,154 | \$346,245 | |
| Surplus [41] | | | | | - | | | | |
| FINAL SURPLUS | | \$: | 207,685 | \$122,891 | \$221,649 | \$131,153 | \$235,612 | \$139,416 | |
| | | | SNZD | SUSD | SNZD | SUSD | SNZD | SUSD | |

- [1] Early registration ranges from 50% to 70%, and will vary depending on how well you promote the conference. Higher early registration is good for predictability and bad for revenue.
- [2] The workshops fee is the extra fee that people pay to attend workshops. The total fee people pay will be the conference fee plus the workshops fee. We are assuming that all or most of the workshop slots will be filled by the early bird deadline, so we aren't including the regular workshops fee in the budget.
- [3] Invited speakers, organizing committee members, workshop teachers, volunteers, and other special cases will end up receiving complimentary registration, so the paid registration will always be less than the total registration.
- [4] You will need a handful more computers than you have seats, to deal with DOA equipment and on-site failures, so gross-up the per-computer cost a little to account for spare machines.
- [5] The conference center will charge you for power hookups for the workshop computers, and potentially for network drops as well.
- [6] The conference center will charge you for power hookups for the workshop computers, and potentially for network drops as well.
- [7] The exhibition hall will need power, network access and draping for the exhibitor booths. The conference center will charge for those services.
- [8] Committee members and the organizing company will find keeping in contact much easier with a real-time communications system available at hand during the conference.
- [9] Depending on your jurisdiction you may require insurance for your conference as well as insurance for the venue.
- [10] You may choose to include a complimentary reception on one of your evenings, in addition to the extra-cost banquet event.
- [11] Some past events have subsidized the banquet out of the main budget, others have cost-recovered entirely with the banquet fee. If you want to subsidize out of the main budget, do it here.
- [12] Conference organizers all seem to have different ways of getting paid. Some have a fixed fee, some have a variable scheme, some have a mix of schemes. Here are three basic ones.
- [13] Conference organizers all seem to have different ways of getting paid. Some have a fixed fee, some have a variable scheme, some have a mix of schemes. Here are three basic ones.
- [14] Some past events have subsidized the banquet out of the main budget, others have cost-recovered entirely with the banquet fee. If you want to subsidize out of the main budget, do it here.
- [15] Early registration ranges from 50% to 70%, and will vary depending on how well you promote the conference. Higher early registration is good for predictability and bad for revenue.
- [16] The workshops fee is the extra fee that people pay to attend workshops. The total fee people pay will be the conference fee plus the workshops fee. We are assuming that all or most of the workshop slots will be filled by the early bird deadline, so we aren't including the regular workshops fee in the budget.
- [17] Invited speakers, organizing committee members, workshop teachers, volunteers, and other special cases will end up receiving complimentary registration, so the paid registration will always be less than the total registration.
- [18] The conference center will charge you for power hookups for the workshop computers, and potentially

for network drops as well.

- [19] The exhibition hall will need power, network access and draping for the exhibitor booths. The conference center will charge for those services.
- [20] Depending on your jurisdiction you may require insurance for your conference as well as insurance for the venue.
- [21] Some past events have subsidized the banquet out of the main budget, others have cost-recovered entirely with the banquet fee. If you want to subsidize out of the main budget, do it here.
- [22] Conference organizers all seem to have different ways of getting paid. Some have a fixed fee, some have a variable scheme, some have a mix of schemes. Here are three basic ones.
- [23] Conference organizers all seem to have different ways of getting paid. Some have a fixed fee, some have a variable scheme, some have a mix of schemes. Here are three basic ones.
- [24] Early registration ranges from 50% to 70%, and will vary depending on how well you promote the conference. Higher early registration is good for predictability and bad for revenue.
- [25] The workshops fee is the extra fee that people pay to attend workshops. The total fee people pay will be the conference fee plus the workshops fee. We are assuming that all or most of the workshop slots will be filled by the early bird deadline, so we aren't including the regular workshops fee in the budget.
- [26] Invited speakers, organizing committee members, workshop teachers, volunteers, and other special cases will end up receiving complimentary registration, so the paid registration will always be less than the total registration.
- [27] The conference center will charge you for power hookups for the workshop computers, and potentially for network drops as well.
- [28] The exhibition hall will need power, network access and draping for the exhibitor booths. The conference center will charge for those services.
- [29] Depending on your jurisdiction you may require insurance for your conference as well as insurance for the venue.
- [30] Some past events have subsidized the banquet out of the main budget, others have cost-recovered entirely with the banquet fee. If you want to subsidize out of the main budget, do it here.
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