

Snowmass@ThreeRivers

Additional Information

Thank you for considering the proposal by the University of Pittsburgh (UPitt) and Carnegie Mellon University (CMU) to co-host the next HEP Community Planning Exercise in 2021 in Pittsburgh. Please find below answers to the additional questions raised:

For all sites:

State the coffee break only prices for 1000 people for 10 days.

State the banquet and reception cost per person, assuming 500 people. How would that number change if we went up or down by 250 people?

See the updated summary table of costs below. 2 Coffee Breaks per day for 10 days for 1000 people is \$95,644.80.

Welcome reception: Flat fee of \$35 per person, including 2 drink tickets and tip. So, 500 people = \$17,500; 750 people = \$26,250 and 250 people = \$8,750.

Dinner banquet: Flat fee of \$75 per person, including 2 drink tickets and tip. So, 500 people = \$37,500; 750 people = \$56,250 and 250 = \$18,750

For your site:

Your administrative costs are very low. You should be including any salary-sharing and travel for dedicated person/services to run the conference and stipends for students, depending on your plan. Or simply explain why your costs are a factor of 10 lower than all other proposals.

The conference will be held at a single site, the Wyndham Grand Pittsburgh Downtown. As long as we book 500 rooms during the conference, the Wyndham will provide free service for food setup and use of all rooms for plenary and parallel sessions without extra charges. This is highly efficient both in costs and in time. As a professional conference venue, all sessions will be conveniently located in the same hotel. Having the conference at a single hotel with conference facilities saves a lot of administrative costs.

In addition, UPitt and CMU are contributing administrative resources as an in-kind contribution. We plan to assign 4 full time administrators to help organize the events without additional charges. We plan to hire 2 student hourly workers, and recruit at no charge a large number of volunteer students (~20) and postdocs (~10) to help during the event. Finally, UPitt and CMU plan to contribute about \$40k to supplement registration fees.

We plan to order continental breakfast service with a cost of about \$15 per person, that will provide the morning coffee for all participants as well.

We do not plan to help with lunch and dinner since there are approximately 50 restaurants with a variety of cuisines in the downtown Pittsburgh area, all within a 10 to 15 minute walk from the conference hotel that we encourage the participants to explore.

See <https://downtownpittsburghrestaurants.com/>

What is food price with only coffee i.e. no breakfast (assuming option is possible) ?

What does the coffee break price assume for number of people ? 1000 or 700 ?

Do banquet and reception prices per person change much with number of people ? Current assumption is 700.

See the summary table below.

AM/PM Coffee Break	\$ 95,644.80	2 Coffee Break per day for 10 Days. Coffee Breaks are based on number of gallons we purchase per break. (Starbucks Coffee & Specialty Tea \$72 per gallon, we plan to order 54 gallons per break for 1000 people. Each gallon = 20 cups)
Equipment (Auditorium)- Plenary Session	\$ 922.50	
Equipment Parallel Session	\$ 6,658.40	
Meeting Room Projector Package	\$ 145,140.00	
Podium Microphone Package	\$ 59,000.00	Both packages together comprise the total cost of renting the meeting spaces with the support of the hotel staff for setting up, internet connections, etc.
Administrative Help	\$ 2,000.00	Wyndham will provide full service with food and room setup. University of Pittsburgh and Carnegie Mellon University will assign 4 full time Administrators who will handle the event without extra charges. We also plan to hire some student workers and recruit volunteer postdocs and students.
Conference Supplies	\$ 15,000.00	poster printing, workshop supplies and souvenir

Registration Total Cost: \$ 324,365.70

Dinner Banquet (July 15,2021)	\$ 37,500	A flat \$75 per person, including 2 drink tickets and tip (500 people = 37,500; 750 people = \$56,250).
Welcome Reception (July 11,2021)	\$ 17,500	A flat \$35 per person , including 2 drink tickets and tip (500 people = 17,500; 750 people = \$26,250).

Banquet & Reception Subtotal: \$ 55,000

We like to take this opportunity to highlight a few of the advantages of our proposal:

- The meeting will be held at a professional conference site, for both the conference venue and lodging — the Wyndham Grand Pittsburgh Downtown Hotel, located at the heart of the city. This location has a lot to offer for a 10 days conference way beyond a university campus. It is a short walk to all of the Cultural District venues, including Symphony Hall, theaters, museums, and 50 restaurants that all are within an easy walk.
- The registration cost per person for 10 days can be kept low with external contributions, excluding banquet and reception, but including two coffee breaks. Our advantage is that we do not pay the venue for rental and administrative charges as long as we book 500 rooms for the time of the event at the Wyndham.

- The standard room rate at the Wyndham will be \$164+tax (can still be further negotiated); that could be shared by two people.
- We could have student dorm rooms available on campus at \$40 per night if needed (about 20 minute bus ride to downtown).
- Transportation for air and ground to and around the conference venue is extremely convenient. Pittsburgh International airport is served by all major airlines and easily connected to downtown by public and other transportation (taxi, Uber, Lyft, etc.)
- Our local organizing team is very experienced in hosting conferences such as the Pheno conference series or the CTEQ summer school.
- Finally, the Physics programs at UPitt and CMU have a very broad coverage of all the HEP frontiers.