

Notes from 12/17/2013 call with John Chamblee and ESIP's Erin Robinson and 1/10/2014 with Carol Schmidt of Copper Mountain Resorts.

The ESIP Federation will meet from July 8 through July 11, 2014 at the Copper Mountain Resort in Frisco, Colorado. Erin expects there to be around 200 attendees. Apart from a single plenary session on one of the mornings and an evening poster and demo reception, ESIP is intended to be a "blank canvas" in which the Federation provides the space and the members provide the content. There is space, paid for by ESIP out of registration fees, for 5 to 6 concurrent break-out sessions. There will be 10 to 15 organizations represented out of 155 total member organizations. At least one group, DataOne, is meeting for the two days prior to the start of the ESIP meeting. DataOne is paying for their own space for this meeting and we would have to do the same, if pursued a similar option.

The budgets in the excel spreadsheet entitled "xx" provide a break-down of how the costs are expected to play out. There are two nearly identical breakdowns — one assumes our meeting runs in complete concurrence with ESIP. The other assumes we have one additional day of meetings before or after. The total projected cost for the concurrent budget is around \$33,500, which I think reasonable for a group of this size. Indeed, it is much less than I expected, primarily due to the fact that a) registration covers some meals, b) airfares are expected be low, and c) ESIP got a good rate on the rooms. The budget assuming an extra day of meetings is about \$38,200, for a difference of \$4,700. Neither figure includes tax, except where lodging is considered.

Other budget highlights are as follows:

1. Registration is \$400 per person, but includes breakfast and lunch, which can count against per diem
2. There are lots of shuttles running the \$60 dollar range, round trip, so we shouldn't have to organize ground transportation ourselves.
3. Airfare and lodging are both reasonable, provided we bunk up, two to a room.
4. Additional meeting space for an extra day will be complimentary only if we spend a minimum of \$40 per person, per day on food and beverage. I can only assume that meeting space would cost us more than this minimum, but I can ask, if it seems like a good idea. In addition, note that, so far this "meeting space" consists of one room.

There are two approaches, 1) running the meeting concurrently, but organize it to give folks as much as "LTER time" as possible or 2) add IMC days at the start or end.

Considerations regarding these options are:

1. ESIP's format is flexible and we can schedule closed LTER time as needed.
2. The budget is likely to be tight.
3. Additional meeting time at the start (Monday) would require travel at the end of the July 4 holiday. Airfare will be more costly and this could be unpopular.
4. The other alternative day is Friday, after ESIP. Fatigue could be an issue.