

Academic Institutions Close By:

University of Buffalo, SUNY

University of Toronto

McMaster University

Brock College

University of Rochester

Rochester Institute of Technology

Syracuse University

Venue

Andrea Markelz proposes Buffalo Niagara as the host destination for the 45th International Conference on Infrared and Millimeter and Terahertz Waves from September 14-18, 2020.

Local organizing committee

John Cerne, University at Buffalo, Physics

Jonathan Bird, University at Buffalo, Electrical Engineering

Erik Einarsson, University at Buffalo, Electrical Engineering

Alan Grossfield, University of Rochester Medical School, Rochester, NY

Timothy Korter, Syracuse University, Chemistry

Natalia Litchinitser, University at Buffalo, Electrical Engineering

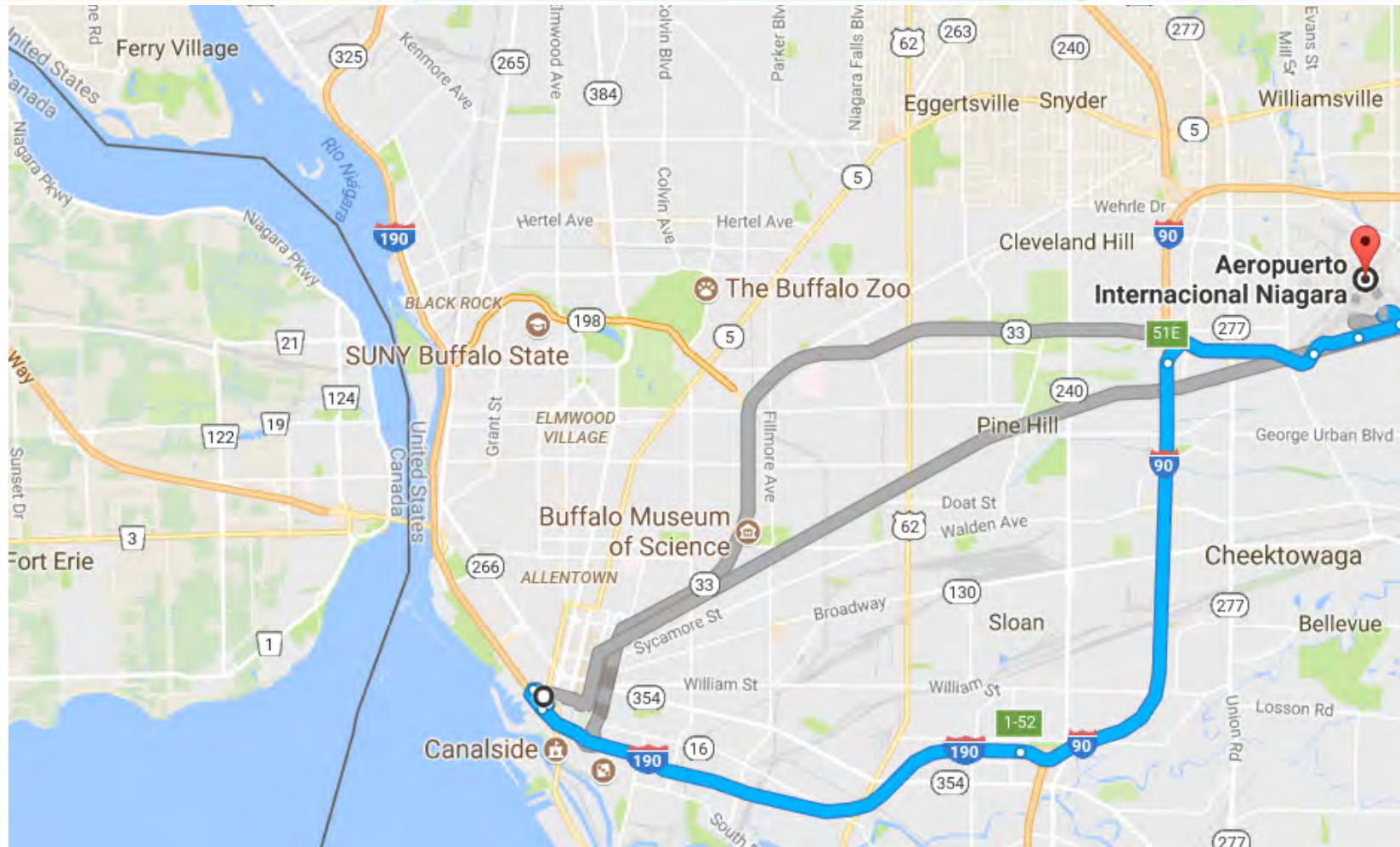
Luis Velarde, University at Buffalo, Chemistry

Tech committee

Xi-Cheng Zhang, University of Rochester, Director of the Institute of Optics

Access to/from the nearest airport

The Buffalo Niagara International Airport (BNIA) has close to 100 nonstop flights per day from 23 cities. The BNIA is conveniently located just 10 miles from the downtown core. Several transportation options are available right at the airport to take attendees to the conference hotel downtown.



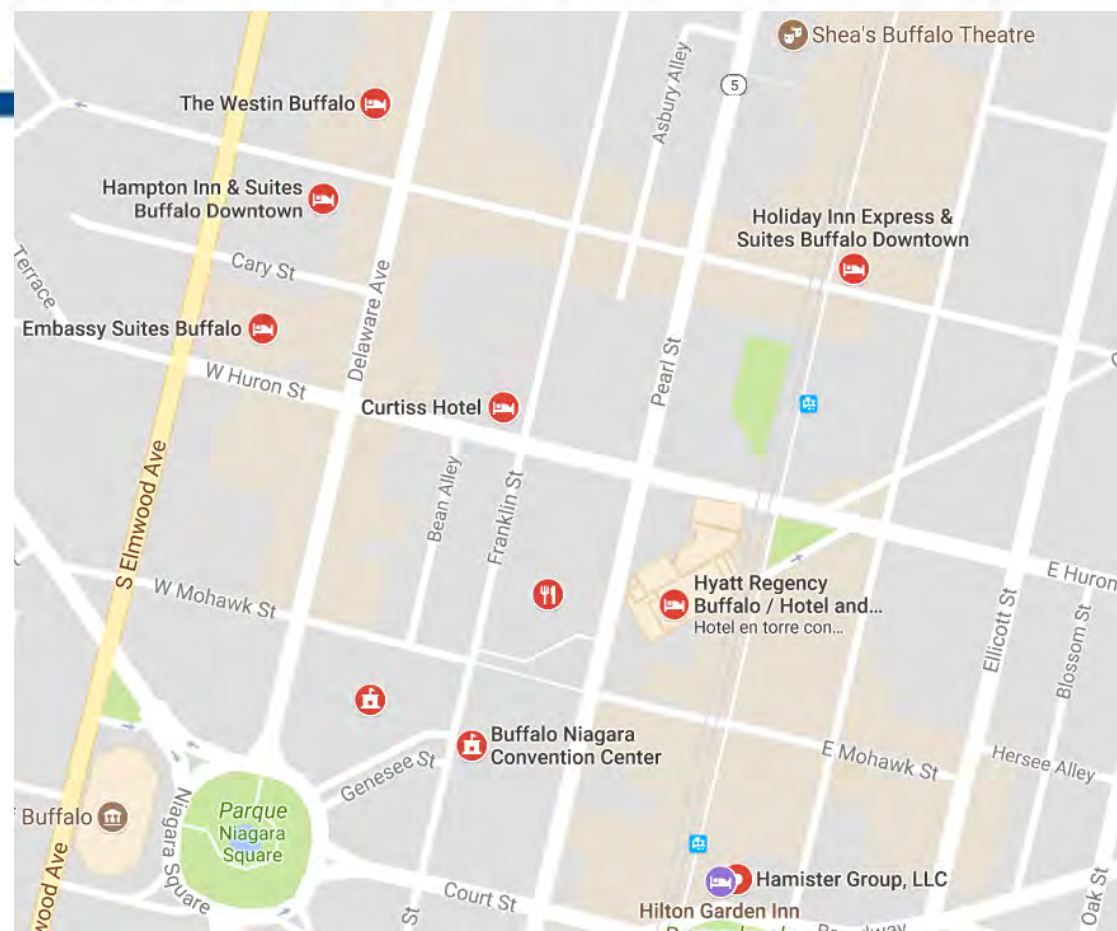
Toronto International Airport 2 h away: Direct flights from most major cities

Meeting room facilities

Located near Buffalo's waterfront district, Canalside, the Adam's Mark Buffalo-Niagara has 72,000 square feet of versatile meeting and exhibit space that can accommodate groups from 10 to 2,800. The Adam's Mark event planning, catering and A/V staffs are dedicated to the success of the conference.

Local accommodations

There are many hotel chains to choose from in downtown Buffalo such as Marriott, Hilton, Hyatt and Wyndham (coming soon), there are also boutique hotels and independently owned hotels such as the Adam's Mark. The Adam's Mark has 486 guest rooms, as well as onsite parking, pool and fitness facilities.



Hotel Name	Rooms	Meeting Space	Largest Meeting Room
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Downtown Hotels

Adam's Mark Hotel & Event Center	486	72,000	16,200
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Hyatt Regency Buffalo <i>(connected to Buffalo Niagara Convention Center)</i>	396	23,479	10,120
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Marriott HarborCenter	205	5,923	2,493
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Embassy Suites	182	6,059	3,507
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Hampton Inn & Suites Buffalo Downtown	140	1,525	900
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NEW! Hilton Garden Inn	124	4,297	1,406
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DoubleTree Club by Hilton Buffalo Downtown	100	1,625	625
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NEW! Courtyard Marriott	96	1,036	336
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Hotel @ The Lafayette	57		
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Mansion on Delaware	26	5,000	1,906
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Canalside

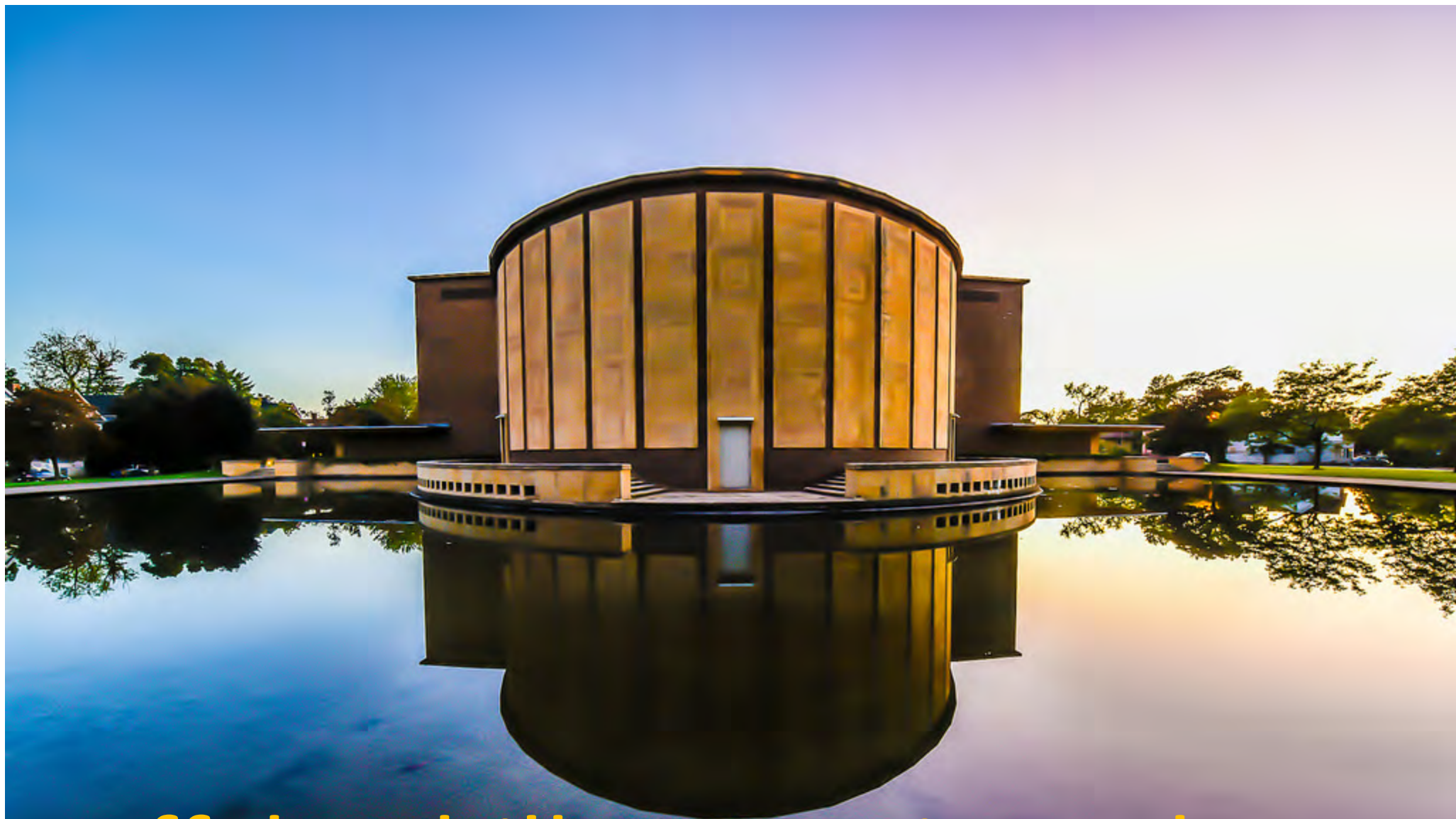


Riverworks



An aerial photograph of the Niagara Falls region, showing the turbulent water of the Niagara River cascading over the falls. The surrounding landscape is lush green with dense trees and some developed areas with roads and parking lots. The text "Niagara Falls" is overlaid in a bold, yellow, sans-serif font in the center of the image.

Niagara Falls



Buffalo Philharmonic Orchestra



Buffalo Philharmonic Orchestra

Buffalo Theater District



Fixed Expenses	
Printed Materials	\$5,000.00
AV Equipment	\$20,000.00
Secretariat	\$15,000.00
Special Arrangements	
Welcome Reception	\$35,000.00
Web Site	\$1,000.00
Posterboards	\$2,000.00
Transfer	\$2,000.00
Other fixed expenses	
Insurance	\$2,000.00
Unforeseen expenses	\$10,000.00
Audit	\$2,500.00
Fixed Expense Total	\$94,500.00
Variable expenses (per delegate)	
Administrative (travel) service	\$40.00
Conference dinner	\$100.00
Lunches, Coffee/tea, breaks	\$200.00
Registration folder & Standard Name badge	\$5.00
Congress Bag	\$10.00
Society Fee	
Banking & Credit card costs	\$15.00
Total variable costs per delegate	\$370.00
Expected Exhibitor and Grant funding	\$35,000.00
Regular Registration	\$750
Student Registration	\$450
Break even attendance (assuming 50/50 split)	313
500 Delegates (50/50 split)	600 Delegates (50/50 split)
Total Resources	Total Resources
\$335,000.00	\$395,000.00
Total expense + 20%	Total expense + 20%
\$335,400.00	\$379,800.00

Note that all facilities within Adam's Mark are free for spending a minimum of \$90,000 in food and beverages. If the banquet is held at the Adam's Mark, the minimum registrants is then 300 to fulfill this requirement. For 450 registrants, the banquet can be held at a different facility and the requirement will still be fulfilled.