



Update on status of meeting planning

Daniel Mittleman



- Exciting news!
- Location
- Date
- Venue
- Accomodations
- Conference facilities
- Hotel contract details
- Committees
- Deadlines
- Budget
- Conference banquet
- Exhibitors/sponsors
- Web page



Nobel symposium

Monday, October 3rd



Robert W. Wilson
Harvard Smithsonian Center for Astrophysics

B. A. Rice University, 1957
Ph. D. California Institute of Technology, 1962

Nobel Prize in Physics, 1978
“for the discovery of cosmic microwave background radiation”

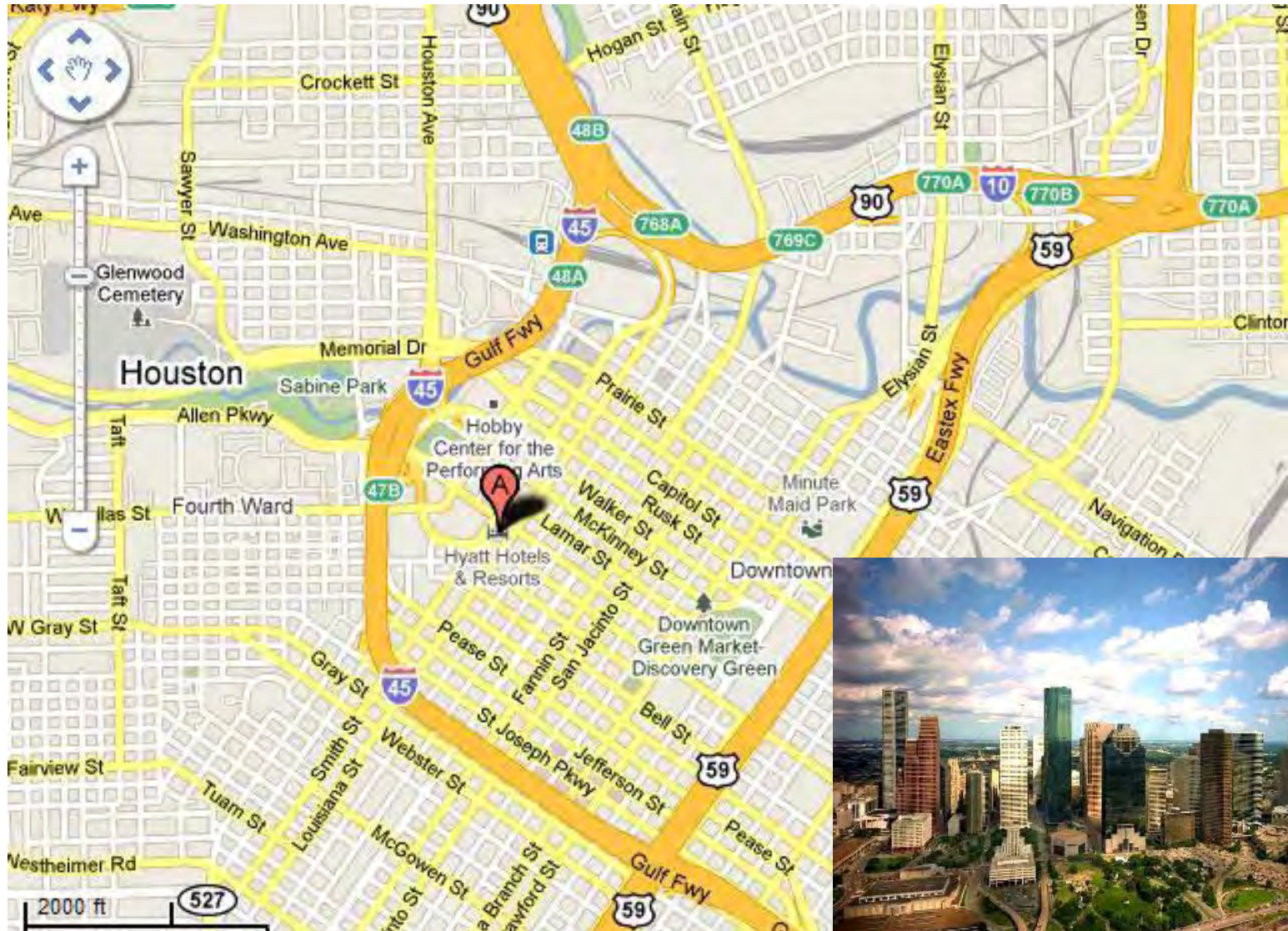


Robert F. Curl
Rice University

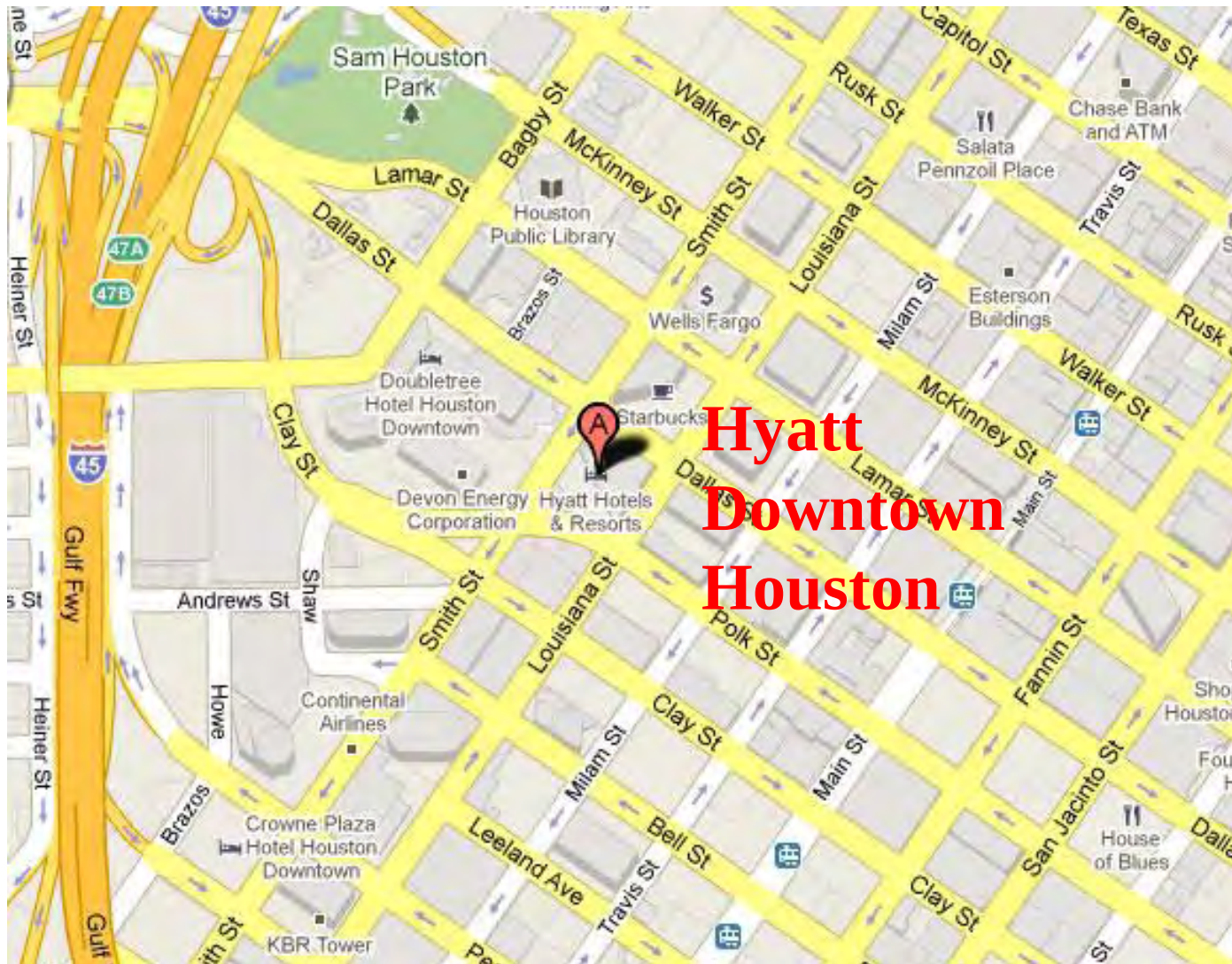
B. A. Rice University, 1954
Ph. D. University of California, Berkeley, 1957

Nobel Prize in Chemistry, 1996
“for the discovery of fullerenes”

The location



The location



The date

October 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

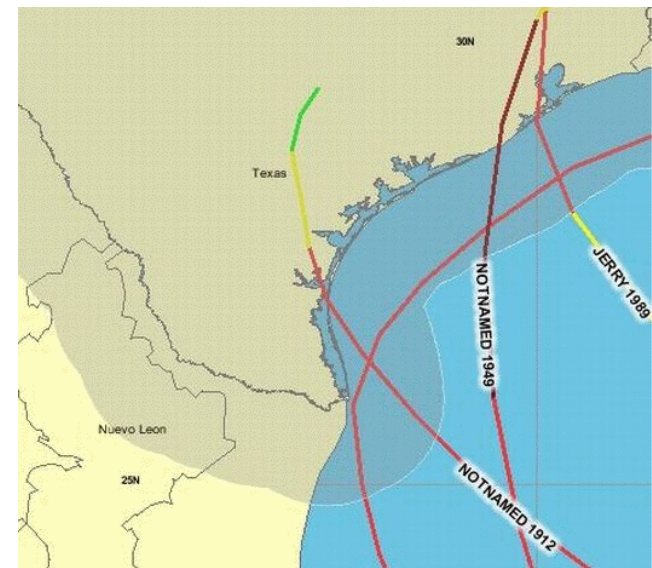
October statistics:

Avg. high temperature: 81 F (27 C)

Avg. low temperature: 61 F (16 C)

Avg. monthly rainfall: 4.3 inches (11 cm)

In 150 years, only three
hurricanes have struck Texas
after September 24th.



As of 30 minutes ago...



Venue

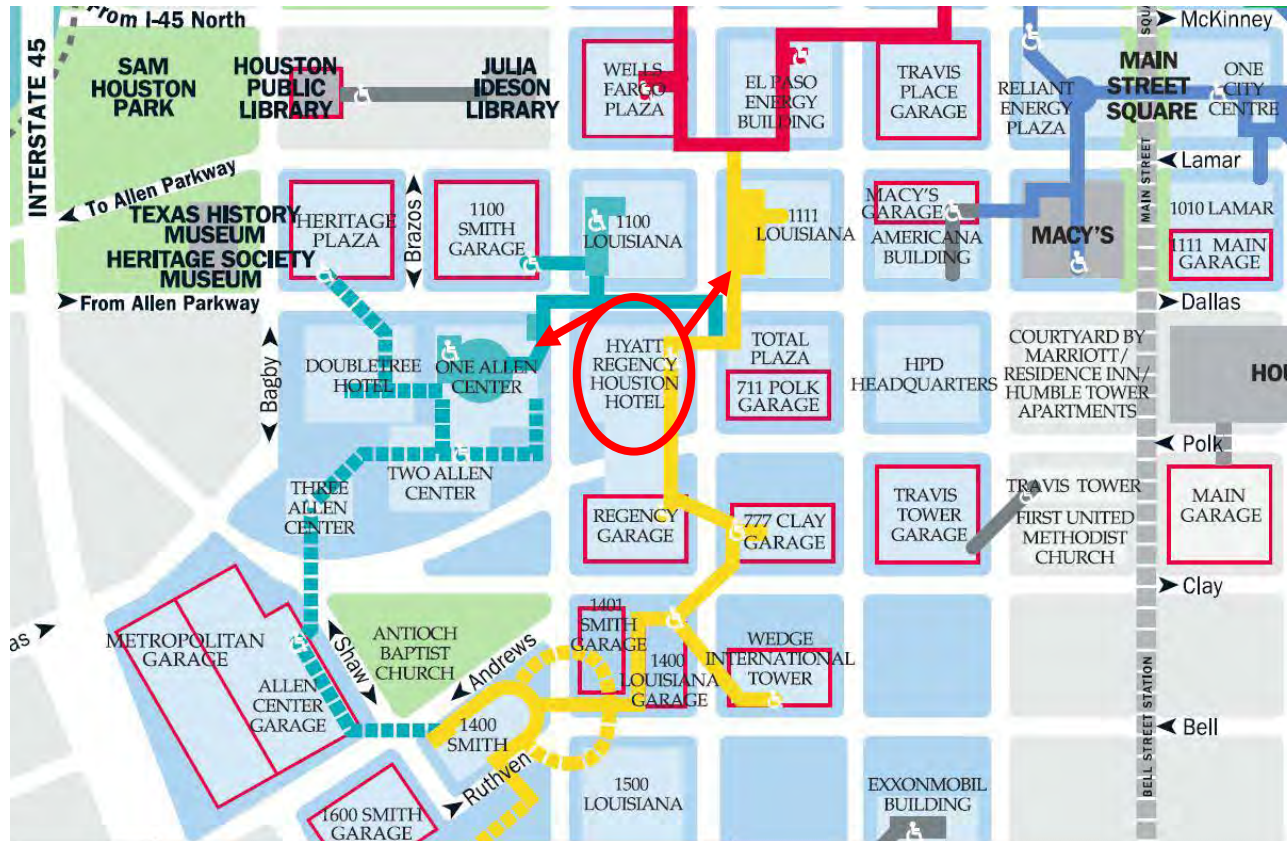


Hyatt Regency Houston

- 947 Guest Rooms
- 66,000 sq. ft. of meeting space
- \$37 million renovation completed in April 2009
- Conveniently located in downtown Houston
- Within walking distance of many restaurants, nightlife, the theater district, shops and parks



The Houston downtown tunnel system



Houston's pedestrian tunnel system is an interconnected network of climate-controlled tunnels about 20 feet below Houston's downtown streets and more than 10 km long. It includes dozens of restaurants and retail services. There are two large clusters at **1111 Louisiana** and **One Allen Center**, close to the Hyatt.

The Hyatt is connected to the tunnel system via an escalator from the hotel lobby.

Accommodations



Hyatt Regency Houston

Newly remodeled guestrooms feature a flat screen 32-inch HDTV; iPod docking station; oversized work desk with plug-n play console; spacious, well-lit work areas; marble bathrooms



Conference rates (pre-tax)

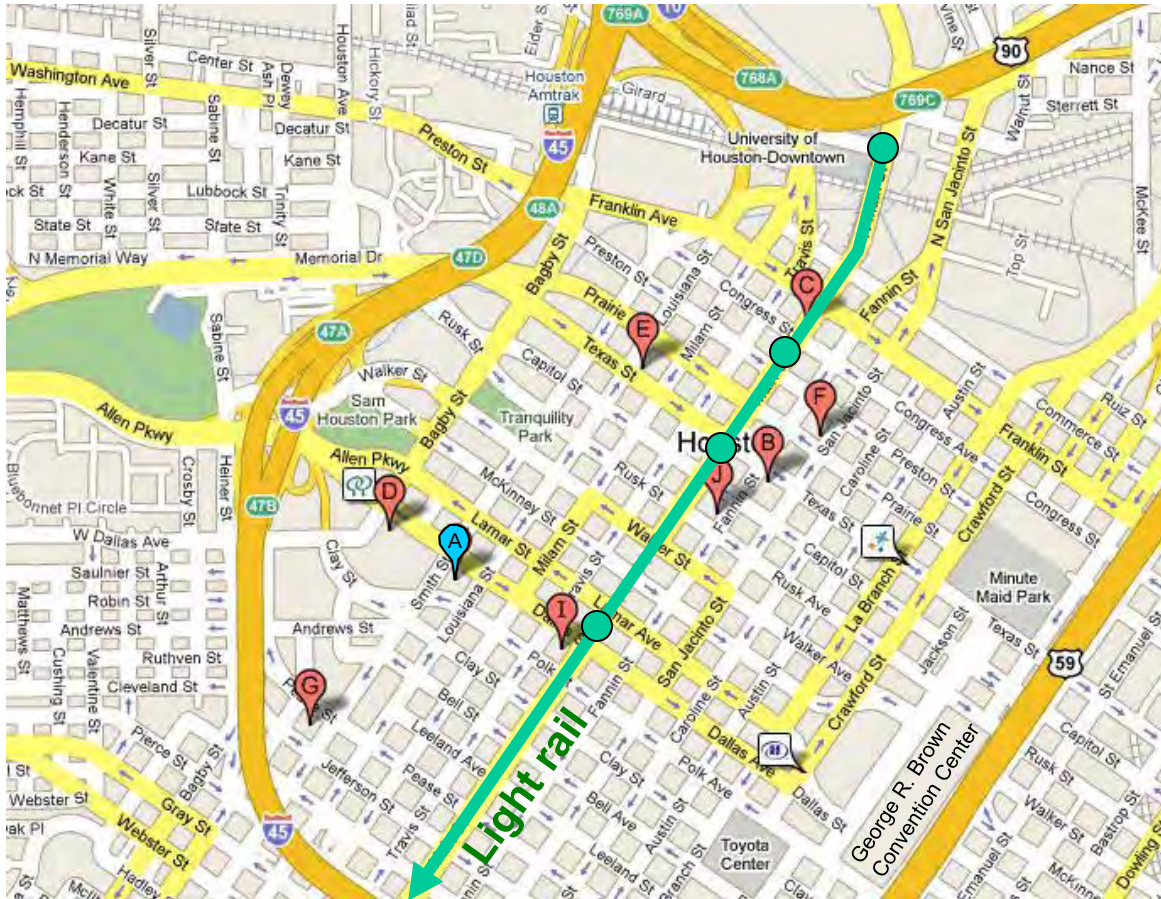
single or double occupancy: \$159

triple or quad occupancy: \$189

Non-conference rate: \$340

Accommodation alternatives

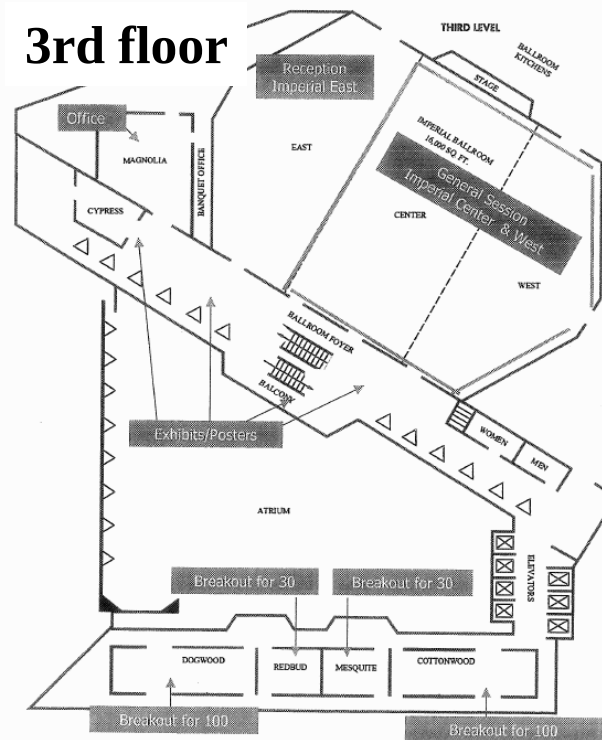
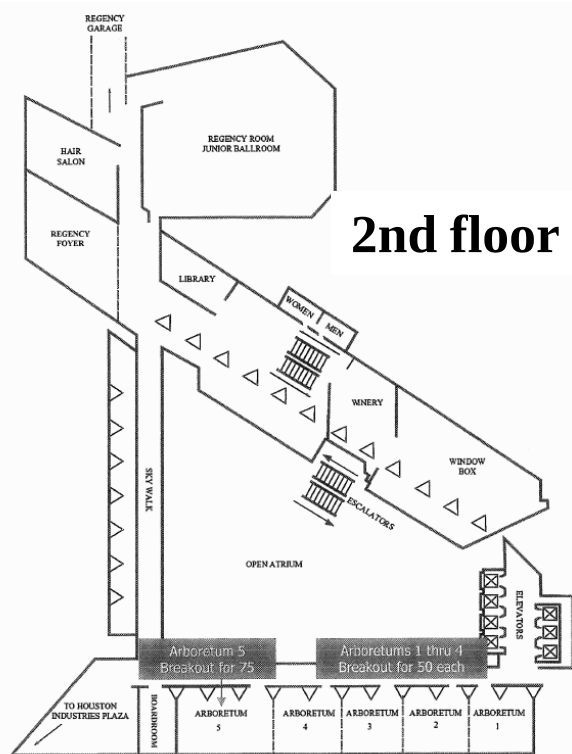
A few of the many nearby hotels, all within walking distance



- A. Hyatt Regency
- B. Magnolia Hotel
- C. Hotel Icon
- D. Doubletree
- E. Lancaster Hotel
- F. Alden Hotel
- G. Crowne Plaza
- H. Holiday Inn
- I. Courtyard Marriott
- J. Club Quarters Hotel

Many other options are accessible via the light rail, including all national chains.

Conference facilities



- Ballroom: seats over 1000
- Breakout rooms:
 - 1 minute walk between any two rooms
 - reconfigurable
 - total seating: 800
- Exhibit area adjacent to registration area
- AV services provided by Swank Audio Visuals, Inc.
<http://www.swankav.com>



Hotel contract: details

- Room block reserved: 1100 room nights
- Contract requirement: 880 room nights
(works out to 176 rooms/night x 5 nights)
- Reservation cut-off date: September 2, 2011
- Food/beverage minimum: \$75,000

Conference flyer

IRMMW-THz²⁰¹¹
36th International Conference on Infrared, Millimeter, and Terahertz Waves

Houston, Texas, USA
Hyatt Regency Houston
October 2-7, 2011

Abstract submission deadline April 29, 2011
Notification of acceptance June 3, 2011
Final papers due July 8, 2011
Early registration deadline July 29, 2011

www.irmmw-thz2011.org

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IEEE Microwave Theory and Techniques Society
International Society for Infrared, Millimeter, and Terahertz Waves



CONFERENCE ORGANIZERS

General Chair Kenneth J. Button
Conference Chair Daniel M. Mittleman (Rice University)

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Houston, Texas, USA
Hyatt Regency Houston
October 2-7, 2011

www.irmmw-thz2011.org
For Information: irmmw-info@rice.edu

Committees

Conference Chair: Daniel Mittleman, Rice University

Local Organizing Committee:

- Junichiro Kono, Rice University
- Kevin Kelly, Rice University
- Aydin Babakhani, Rice University
- Mikhail Belkin, University of Texas at Austin
- plus two (or three) Rice staff
- plus a small army of graduate students

Program Advisory Committee:

- 23 people, including some of you!

Conference deadlines and fees

- **First call for papers:** February 1, 2011
 - **Abstract submission deadline:** April 29, 2011
 - **Final papers due:** July 8, 2011
 - **Early registration deadline:** July 29, 2011
 - **Conference:** October 2-7, 2011
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- **Anticipated early registration fee:** US\$550
 - **Anticipated early student registration:** US\$200
 - **Late registration penalty:** ?

Anticipated budget

Expected conference attendance:

400 full fee (\$550)	\$220,000
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100 student (\$200)	\$20,000
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Exhibits: 15 @ \$2000 each	\$30,000
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Sponsorship:	\$40,000
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(NSF, DoE, DoD, Rice U., etc.)

Total income: \$310,000

Expenditures:

Hotel food/beverage/meeting room charge:	\$100,000
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Conference reception:	\$35,000
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IOC/LOC dinner:	\$10,000
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Buses/outings:	\$15,000
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Signage, publication costs:	\$20,000
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Database development and management:	\$35,000
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Local staff support:	\$45,000
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Total expenses: \$260,000

Contingency:	\$50,000
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External funding proposals

■ **Proposals submitted (pending)**

- US Air Force Office of Scientific Research \$15K
- US Army Research Office \$15K
- US Department of Energy \$10K ✓

■ **Proposals to be submitted**

- US Office of Naval Research \$5K ✓
- US National Science Foundation \$15K ✓

■ **Other sources of funding**

- Rice University, Smalley Institute for Nanoscale Science and Technology \$10K ✓
- Rice University, Centennial Celebration??

Note: Rice University has agreed to waive all indirect cost charges.

Conference banquet

Houston Museum of Natural Science

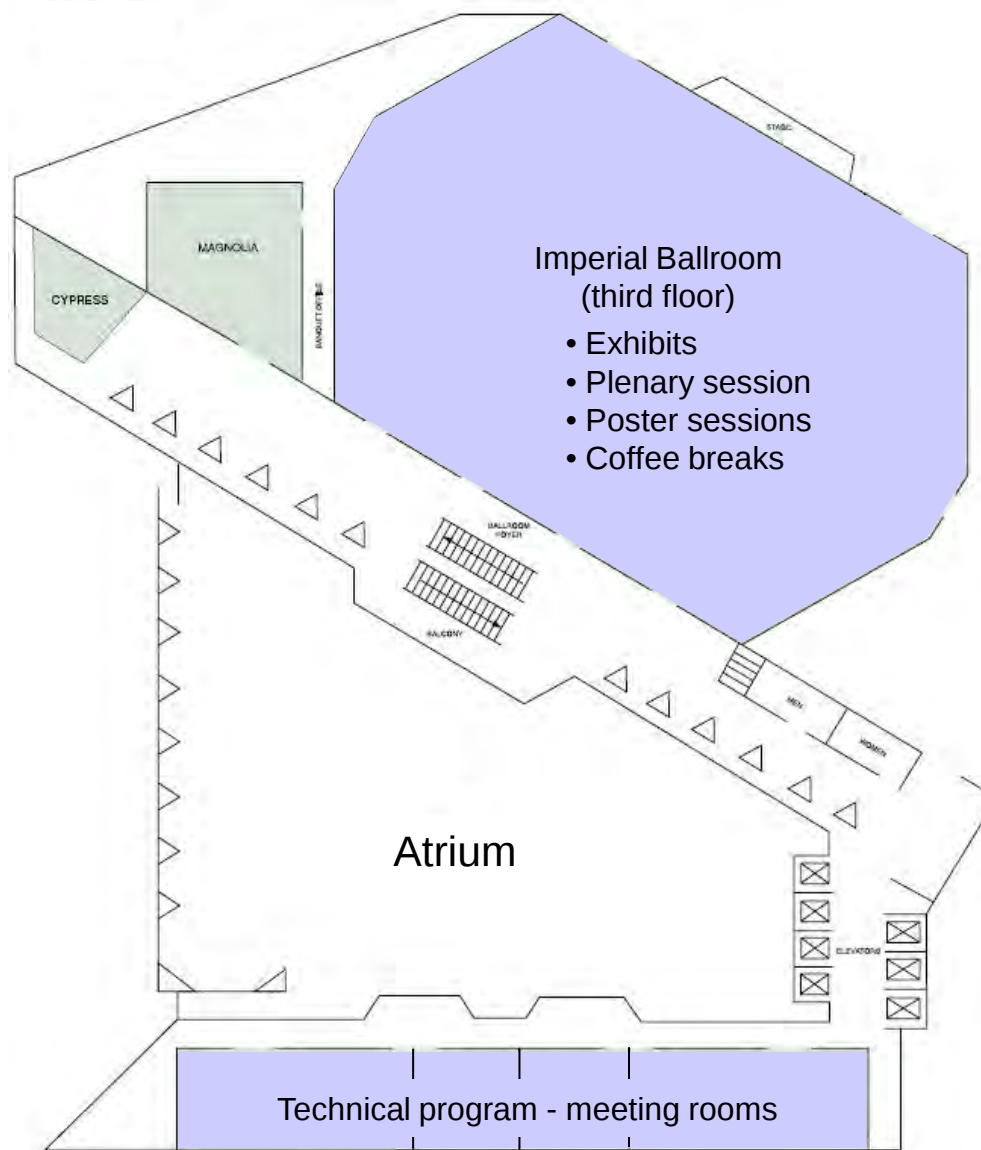
- one of the most visited museums in the US
- private IMAX screening & exhibit tours
- located on the light rail line - easy to get to.
- <http://www.hmns.org>
- Date reserved: Thursday October 6, 5-10pm



Exhibitors / Sponsors

Type of sponsorship	Benefits provided	Fee (US dollars)
Basic sponsor	Acknowledgement in the conference guide; acknowledgement and web link on the conference web site.	\$500
Coffee break sponsor	Basic sponsor benefits, plus: acknowledgement in morning announcements on the day of the coffee break; signs with company logo displayed at the coffee break.	\$1500
Exhibitor	Basic sponsor benefits, plus: exhibit booth space for Monday - Thursday; conference registration fee waived for two people.	\$2200
Coffee break sponsor & Exhibitor	Exhibitors who also sponsor a coffee break can do so with a \$400 discount off the combined price of the two categories!	\$3300
Banquet sponsor (limited availability)	Exhibitor benefits, plus: acknowledgement in morning announcements and at the banquet; signs with company logo displayed at the banquet; company materials provided to all attendees on conference USB key.	\$7500

Location for exhibits, etc.



Conference web site

<http://www.irmmw-thz2011.org>