

The Ins and Outs of Academic Conferences

Unique Aspects
Hotel Contracts
Budget Issues
Unique Vendors



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Unique Aspects
Hotel Contracts
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Unique Aspects

People



Call for Papers



Proceedings



Poster Sessions



International Attendees



Excursions



Government & University Regulations



Negotiating Hotel Contracts

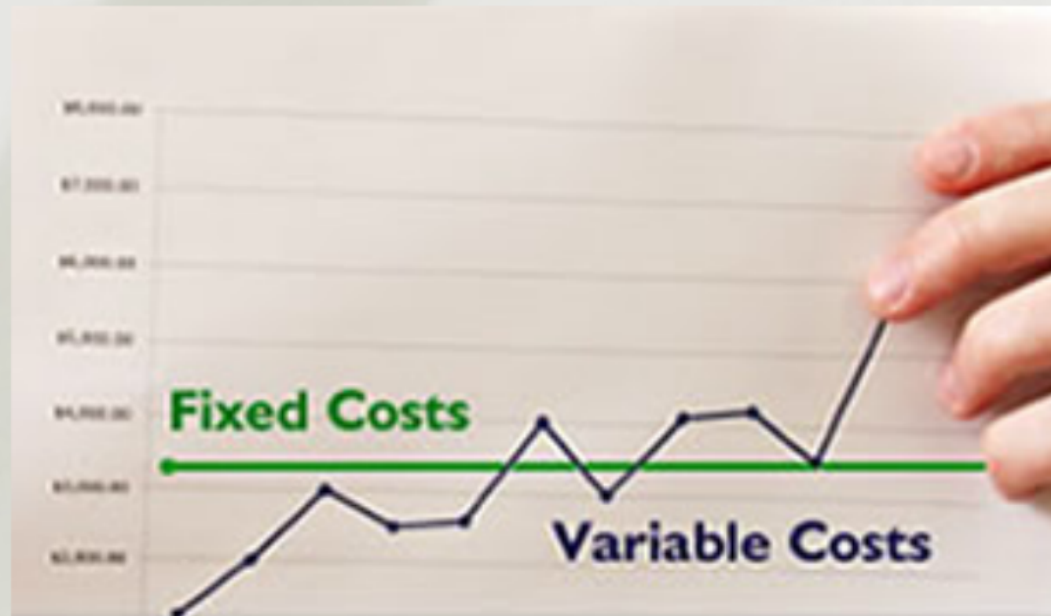


Budget Issues

Fixed Costs



Variable Costs




Comp'd Attendees



Students





**Taxes,
Service
Fees,
Burdens,
Overheads**

Break-Even Analysis



Unique Vendors

Destination Management Companies



Poster Board Rentals



Hotel Site Selection



Proceedings & Speaker Management

