



**SimBuild 2010
Pre-conference Workshop Information for Workshop Providers**

**Workshops will be held on Monday & Tuesday, Aug. 9-10
at the Kimmel Center, New York University (SimBuild 2010 venue)**

Workshop Rooms & Rates

- Workshops can be half-day, full-day, 1.5 days, or two days – but space is filling up fast, so reserve your room soon. We reserve the right to require adjustments in half day or 1.5 day requests.
- Rooms hold up to 50 people seated in rows; up to 27 or 18 people at up to 9 tables. Tables are 6' x 18"; each can seat 3 people or, more comfortably, 2 people.
- Rental cost for each room is \$380 per 8-hour day, 9 am – 5 pm.
- Rooms can be rented for half-days, 9 am – 12:45 pm or 1:15 pm – 5 pm, for \$190 per 3.75 hour half-day.
- Audio visual rental is an additional \$850 per day. If you are using AV equipment, it must be rented from the Kimmel Center. We will divide the daily charge between half-day workshop providers.
- Kimmel Center staff will set up AV and furniture to workshop specifications. You may access the room at 8:45 am to do any additional set-up.
- One room per day may have an 8 am start time. The cost is an additional \$200.

Workshop Promotion, Fees, and Registration

- Workshop information will be included in conference informational mailings, posted program, etc but you assume responsibility for really marketing it.
- The workshop provider is responsible for all costs associated with putting on the workshop and sets the registration fee. The total registration fee should include a 10% mark-up that will be kept by IBPSA/SimBuild2010.
- Workshops will be listed on the conference website with brief descriptions and registration fees. Please provide us with your brief descriptions and registration fees ASAP so that we can get it posted on the conference website.
- Workshop registration will be through the conference website. Individuals may register for a workshop without registering for the conference. Conference registrants will be able to return to their registrations to add workshops after their original registration.
- All payments will be collected through the on-line conference registration system.
- IBPSA/SimBuild2010 will disperse to the workshop provider the difference between the total of registration fees and [10% of total registration plus the costs of room plus AV rental].

- IBPSA/SimBuild2010 requires a \$615 per half-day non-refundable deposit to cover costs of room and AV rental. In the event that registration is insufficient to cover the costs of a workshop, IBPSA/SimBuild will absorb half of the room and AV costs.