

2024 Policy Council Meeting

October 9, 2024

11 am NYT

CHECK-IN

What is your favorite music?

QUESTIONS OR COMMENTS

**Enter HU in chat OR enter your question
or comment**

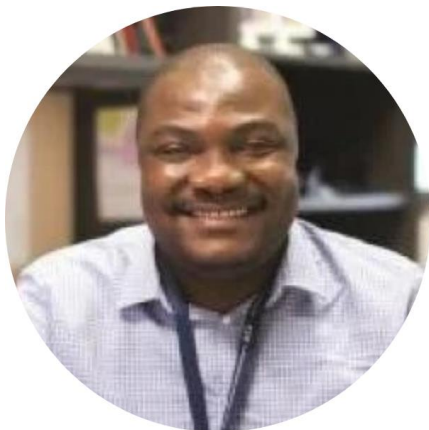
2024 Policy Council Meeting - August 2024

0:05 Welcome and Agenda (Allyson)

1:10 ISDC2025 Conference Venue (John)

Adjournment

ISDC2025 Conference Venue (VP Meetings)



John Pastor Ansah

CASE

- Activity Update
- Some Reminders
- Revisiting Schaumburg Budget in Light of New Info
- Revised break even analysis for alternatives
- Discussion
- Next Steps

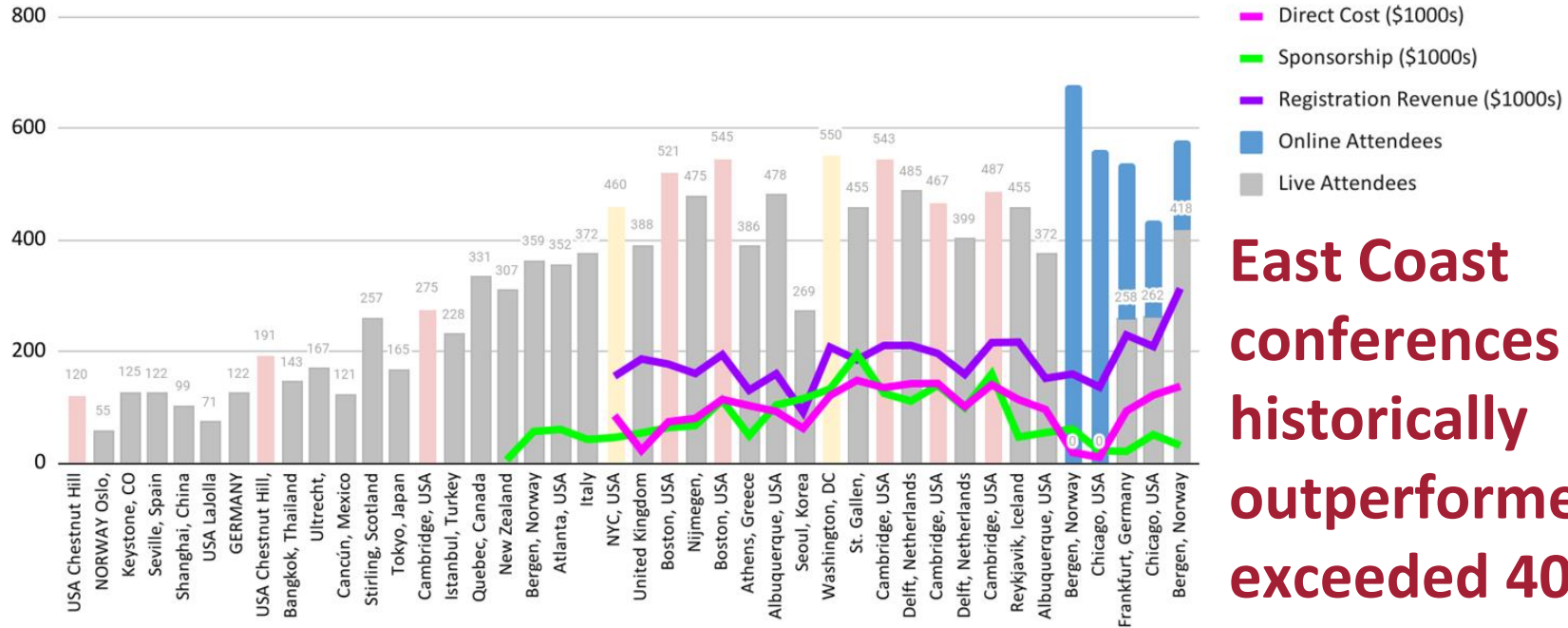
Activities Since September Meeting

Rebecca visited all sites and met with planners at Schaumburg, BU, and MIT Sloan

- Schaumburg
 - Learned lunch option is closed indefinitely
 - New increased quote to provide lunch (swapped for banquet & 2nd reception)
 - Learned facility internet is insufficient
 - New increased quote on wired parallel computers and internet for attendees
 - Got quote for full internet as an alternate option
 - Got commitment to add a large tent space for poster session to minimize need to move walls.
- Boston University
 - Received solid quotes for A/V and food (reasonable pricing, no minimum)
 - Managed to identify plan all in one building
 - Could save ~\$1000 if move to M-F
- MIT Sloan
 - Learned max size is probably 325
 - Removed from consideration despite beautiful venue
 - Did not get A/V quote.
- MIT
 - Reasonable food pricing with no minimum.
 - Estimated A/V costs, no quote yet.
 - Learned Kresge room access is difficult. May be able to use Lobdell rooms.
 - Not fully baked, more people to talk to and intermediaries required.

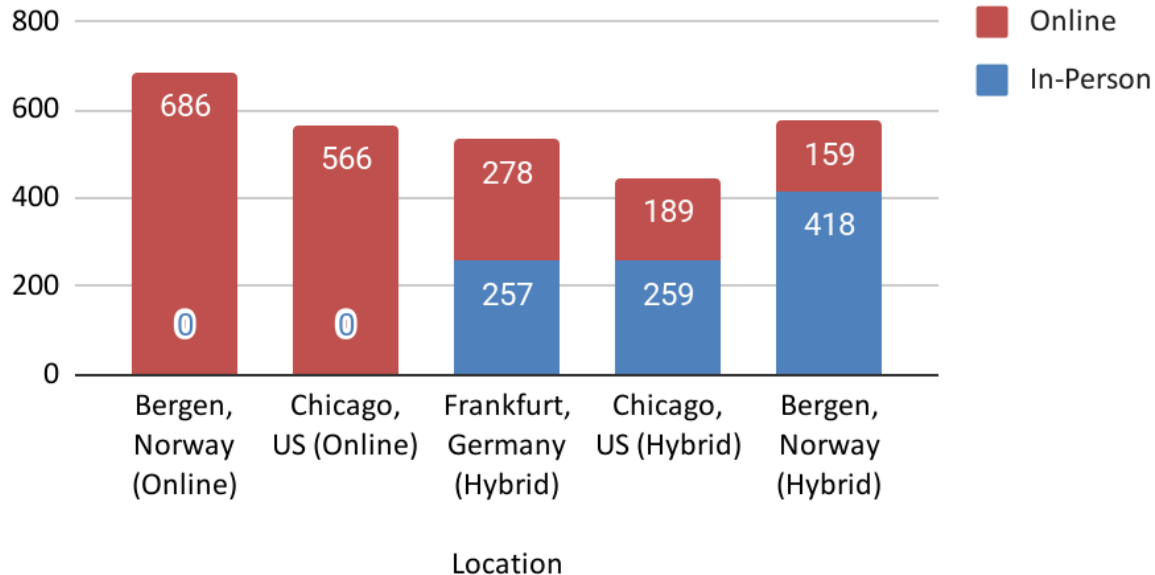
Some Reminders

Conference Performance by Location from 1983



East Coast conferences have historically outperformed and exceeded 400 attendees.

In-person and Online



Live Attendance:
259 Chicago
418 Bergen

ISDC2025 Alternatives require a date change...

VENUE	Hyatt Regency	Boston University	MIT Sloan	MIT Main
CITY	Schaumburg, IL	Boston, MA	Cambridge, MADI	Cambridge, MA
DATE	July 20-24	July 13-17 (Locked) August 3-7	July 13-17 July 27-31	Flexible
Organizing Chairs	None	Tami Gouveia Director CISWH at BUSSW	MIT Chapter (Cynthia Garde), John Sterman	MIT Chapter (Cynthia Garde), John Sterman

Competing 2025 Conferences:

Academy of Management (Copenhagen) July 25 - 29

TOM Conference (Copenhagen) July 21-24

COGSCI2023 (San Francisco) July 30-Aug 1

Strong Boston University Conference Host



Tami Gouveia

Center for Innovation in Social
Work & Health, BUSSW

- Previously worked at ReThink Health
- Two year ISDC attendee; two presentations in Bergen
- Committed to expanding use of ST/SD in social work and public health
- Small discount for conference site with partnership
- Will partner with us to bring in her community, identify social activities

Which of the following dates (Sunday - Thursday) do you think is acceptable for ISDC2025?

0

July 13-17

0%

July 20-24 (TOM in Copenhagen July 21-24)

0%

July 27 - 31 (AOM in Copenhagen July 25-29)

0%

August 3 - 7 (COGSCI in SF July 30-August 2)

0%





Which of the following dates (Sunday - Thursday) do you think is acceptable for ISDC2025?

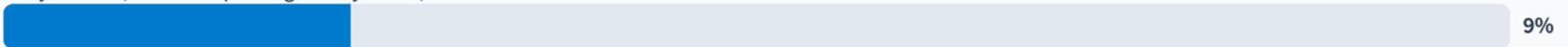
July 13-17



July 20-24 (TOM in Copenhagen July 21-24)



July 27 - 31 (AOM in Copenhagen July 25-29)



August 3 - 7 (COGSCI in SF July 30-August 2)



Would you support shifting the conference to Monday -Friday to save costs?



Yes, but only if more than \$10,000

0%

Yes, but only if more than \$5,000

0%

Yes, but only if more than \$1,000

0%

Depends on something else.

0%

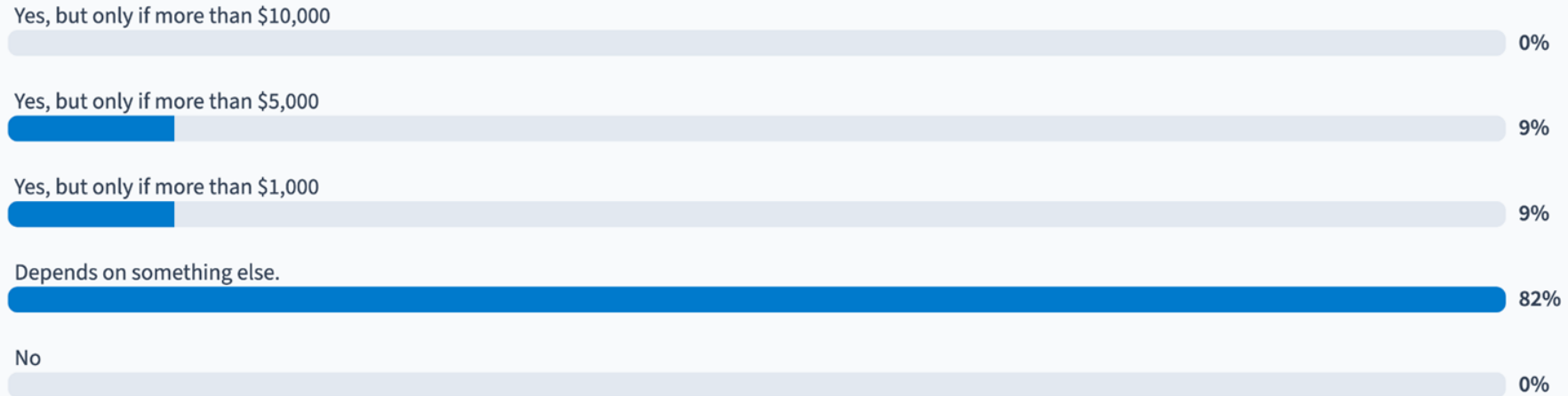
No

0%





Would you support shifting the conference to Monday -Friday to save costs?



Revisiting Schaumburg

In light of
new information
from site visit

Some things to keep in mind...

- Cancellation Penalty = \$21,308 until October 17
- Additionally, our proposed budget assumed 250 virtual attendees, and we have had closer to 165 the past two years. New estimates assume this.
- Bergen has demonstrated that there is potential for huge upside attendance, and there may be an opportunity cost to sticking with Schaumburg.
- We have received preliminary details on these locations, but there are open questions. Items requiring fine tuning are in yellow, using plugs are in blue

We have done a preliminary exploration of alternatives...

ISDC2025 HYATT SCHAUMBURG KEY BUDGET ADJUSTMENTS

<small>*Erroneous tax removed from service charge in 2022 figures (-\$2,330)</small>	ORIGINAL*	OPTION 1	OPTION 2	OPTION 3
Audiovisual	\$21,306	\$30,717	\$30,717	\$30,717
Coffee	\$8,466	\$10,814	\$10,814	\$10,814
Break Food	-	\$30,467	-	-
Lunch	-	\$34,819	\$34,819	\$34,819
Banquet	\$30,633	-	-	-
Reception	\$8,244	\$9,605	\$9,605	\$9,605
TOTAL	\$68,649	\$116,422	\$85,955	\$85,955
REVENUE	\$239,000	\$202,750	\$202,750	\$213,860
SHORTFALL	-\$774	-\$84,269	-\$53,802	-\$42,692
BREAKEVEN	260	425 Max <small>(Still ~\$42K)</small>	407	361

Updated Budget (OPTION 1)

- Reduced Virtual from 250 to 165 based upon recent history (\$47K)
- Some inflation, but 20% discount
- Add'l audiovisual (\$8,011) for reliable internet
- Swap lunches for banquet due to cafe closure
- Addition of break snacks (\$30K)

NOTE: \$125K overhead and \$25K Profit

We COULD cut costs by

- OPTION 2: Remove snacks and let people purchase at mall or hotel shop

• OPTION 3: Increase price by \$55 to match Bergen.

Which is the best baseline?

General Risks

- Inflation risk, especially hotels and unknown summer pricing.
- Economic downturn risk.
- Political risk.
- Visa risk.
- Pandemic risk.

Risks with Schaumburg

- Can we get 361 people to the site?
- Will we lose people to AOM meeting July 25-29 in Copenhagen?
- Can we sell 125 rooms by July 5 to avoid \$57,760 guarantee exposure?
- Are we satisfied with only coffee and no snacks provided at breaks and relying on people to purchase snacks at the hotel shop or stock up at the mall?

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For purposes of comparison with other sites, we will use OPTION #3.

But we will also compare with option #2.

Note: For an additional \$11,412 (77 people) at Schaumburg we could get rid of DIY rental of equipment from Minnesota nonprofit used at Palmer House

Exploring Alternatives

Preliminary Evaluation of Alternatives (1 of 2)

Positive

Caution

Negative

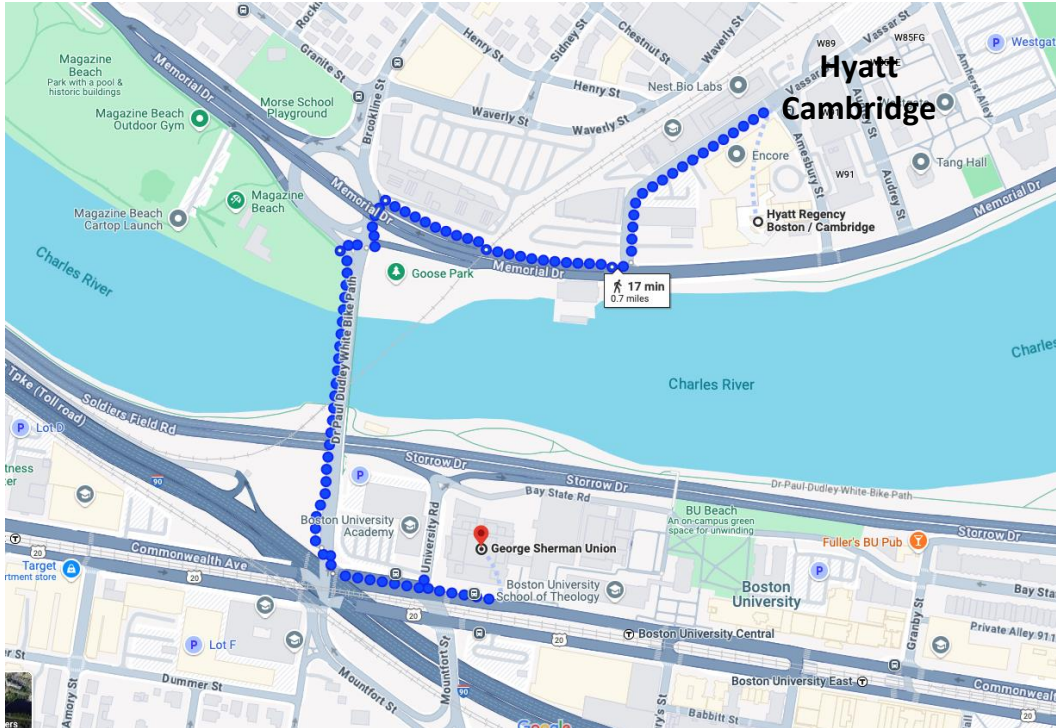
Note: Improvements to Schaumburg, BU Space. MIT Sloan disqualified.

	Schaumburg	Boston	MIT Sloan	MIT Main
Penalty	N/A	\$21,308 by Oct 17		
Date	AOM is one week later in Copenhagen	Multiple Dates	TBD	Flexible
Location	Far from Chicago, Mall	Close to River, MIT, Fenway,	Close to River, Boston	Close to River/Kendall Sq
Facility	Beautiful lobby/dining area, compact meeting area. Not likely to attract > 260.	Large ballroom w/ ample social lounge. All in one meeting area.	Spectacular View, But Too Small for Breakeven.	Nice location on campus, but 2 buildings next door and some access issues.
Capacity	Plenary 340 8 Parallels from 40-180 Additional cost for more	Plenary 600 8 Parallels 35-600	Plenary 325 Parallels 50-150	Plenary 300-500 Parallels 50-150

Preliminary Exploration of Alternatives (2/2)

	Schaumburg	Boston	MIT Sloan	MIT Main
AV	Plenary, but bringing slightly upgraded equipment again	Full A/V Support, But Buy Computers		
Room Guarantee	\$57,670 124 rooms	Limited room block exposure for holding dorm rooms, but can add to blocks. They do sell out in the summer.		
Travel Costs	Slightly Cheaper Singapore Flights	Slightly cheaper transport.	Slightly cheaper transport.	Slightly cheaper transport.
General Housing	\$152/night but we are guaranteeing	~\$286/night Hyatt Cambridge \$356/night Aug 3-7 \$382/night July 27- 31 \$574/night July 13-17	~\$286/night	~\$286/night
Discount Housing	No Campus Housing.	\$97.50 campus housing but must guarantee room block (can balloon). Air conditioned.	~\$105 campus housing but must guarantee room block (can balloon). Not air conditioned.	~\$105 campus housing. Not Air conditioned.

Hyatt Cambridge



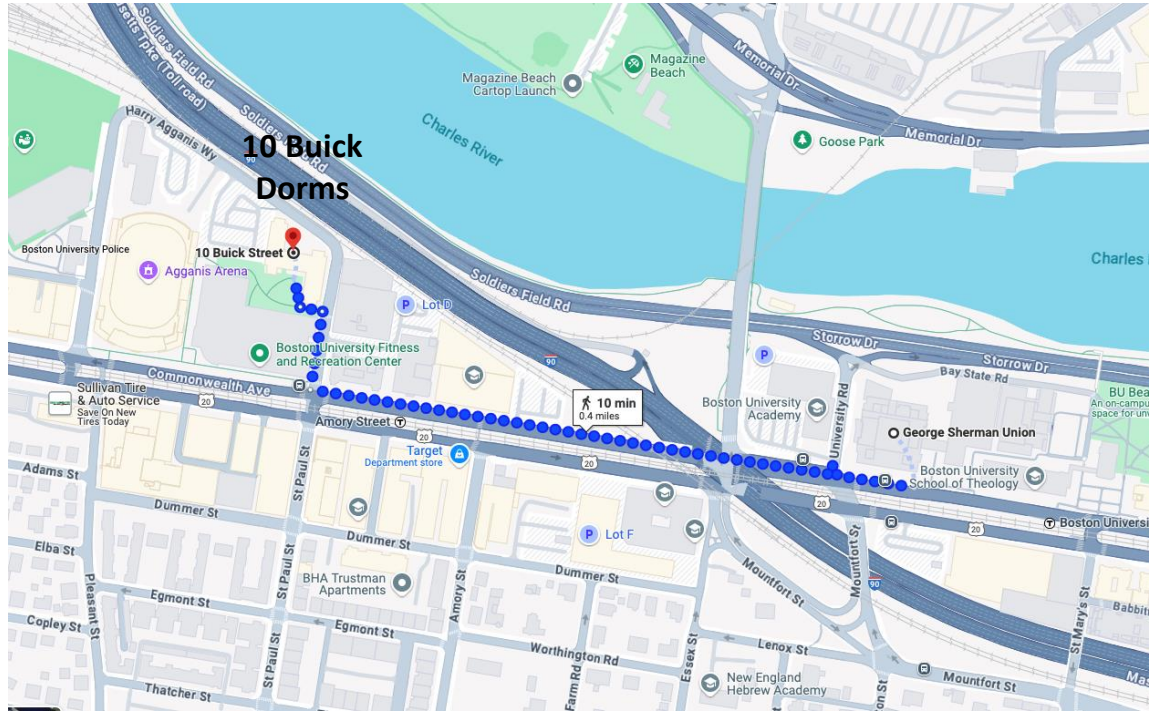
Hyatt Cambridge 17 minute walk Recommended by BU

\$97.50 campus housing
Singles in quads with two
bathrooms,
Families only can make special
arrangements for four beds for
\$300.

*Must guarantee room block but can
add as sells out, if available.
August better than July.*

200 EUR =
220 USD

BU Dormitory Housing



10 Buick Dorms
10 minute walk
Recommended by BU

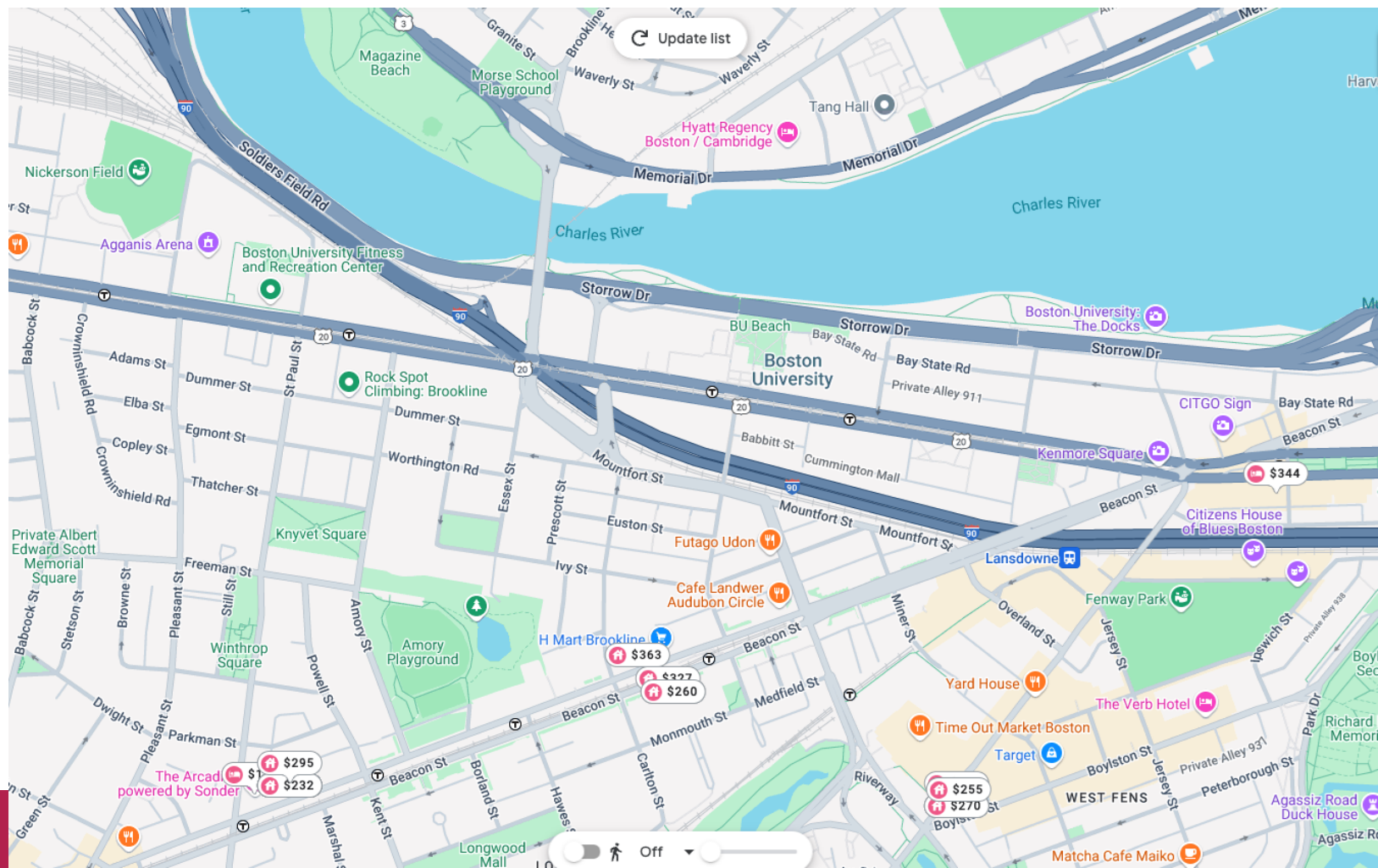
\$356/night Aug 3-7

\$382/night July 27- 31

\$574/night July 13-17

May be able to negotiate block.
May be able to trade cancellation fee.

200 EUR =
220 USD



Updated Cost Estimates

Option 3: 361 live, No Snacks, Bergen Pricing

Estimate

Plug

6b. Expenses

	Schaumburg	Boston University	MIT Sloan	MIT
Staff Travel	\$8,658	\$9,251	\$9,458	\$9,458
Printing	\$1,170	\$1,170	\$1,170	\$1,170
Online Space	\$2,000	\$2,000	\$2,000	\$2,000
Volunteers	\$1,044	\$1,344	\$1,452	\$1,452
Meeting Rooms	\$0	\$33,800	\$17,199	\$26,734
Audio Visual Equipment	\$19,006	\$24,255	\$17,281	\$17,281
DIY Equipment	\$9,000	\$3,000	\$3,000	\$3,000
Poster Pin Board Costs (60)	\$7,725	\$7,725	\$7,725	\$7,725
Exhibitor Costs (15)				
Internet Access	\$2,711	\$0	\$0	\$0
Lunch	\$48,345	\$27,671	\$20,223	\$21,198
Breaks (Coffee)	\$15,015	\$8,874	\$15,729	\$8,874
Breaks (Food)	\$0	\$0	\$0	\$0
Welcome Reception				
Poster Reception	\$12,986	\$8,253	\$13,115	\$13,115
EXPENSES	\$127,660	\$127,343	\$108,352	\$112,007
CANCELLATION FEE		\$21,308	\$21,308	\$21,308
OVERHEAD	\$125,000	\$125,000	\$125,000	\$125,000
PROFIT TARGET	\$25,000	\$25,000	\$25,000	\$25,000
SHORTFALL	\$32	-\$20,959	-\$8,920	-\$5,623

At Schaumburg breakeven of 361, Boston venues still have a shortfall.

BREAKEVEN

- 401 at Boston U
 - *but 350 if people get their own lunch*
- MIT Sloan (moot)
- 372 at MIT
 - but numbers are less definite

BU Food Hall at George Sherman Union

- Just downstairs from meeting space.
- Large Convenience Store
- Starbucks
- Food court with Panda Express, Green Grains, Classic Deli Sandwiches, Basho, Cafe Market, and many more.
- Ample varied table space, indoors and out.





Updated Cost Estimates

Add Back In Snacks

Estimate

Plug

6b. Expenses

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SHORTFALL	\$32	-\$20,959	-\$8,920	-\$5,623

If we were to add back in snacks at breaks:

BREAKEVEN

- 500 at Schaumburg (above capacity)
- Boston U
 - 420 w/ Lunch
 - 401 No Lunch
- MIT Sloan (moot)
- 390 at MIT
 - but numbers are less definite

ISDC2025 Food Comparison w/ Breaks

VENUE	Hyatt Regency Menu	Boston University Menu Lunch Upgrade	MIT Sloan	MIT Main
\$/Person	\$211	\$125	\$140	\$119
Minimum	\$32,000	N/A		N/A
AM/PM Breaks	Coffee, Decaf, Tea, Water AM: Apple Inspired Break PM: Healthy Eats Break	Coffee, Decaf, Tea, Water AM: Scones/Fresh Fruit PM: Gourmet Dessert Bars		TBD. Many vendor options to reduce cost
Lunch	Three Sandwich Choices One Side, Dessert Kettle Chips, Water	Premium Box Lunch (Asian Grain Bowl, Steakhouse Chop Salad, Mojito Shrimp Salad)		Assorted Lunch Boxes from Diverse Companies in Lobdell Catered.
Poster Reception	Six item table Cash Bar	Bread and Spreads Station 7 Passed hor d'oeuvres 1 Drink Ticket		TBD, Many vendor options to reduce cost

Please note that we could cheapen up snacks a bit at Schaumburg, this was their proposal.

Summary of Scenarios

	Hyatt Schaumburg					Boston U				MIT Main	
Scenario #	0	1	2	3	4	5	6	7	8	9	10
\$55 DISCOUNT											
BANQUET											
COFFEE											
SNACKS			DIY	DIY		DIY	DIY			DIY	
RECEPTION											
LUNCH	DIY	REQD	REQD	REQD	REQD		DIY		DIY	DESIRE	DESIRE
AUDIOVISUAL	DIY	DIY	DIY	DIY	DIY						
COMPUTER	RENT	RENT	RENT	RENT	RENT	BUY	BUY	BUY	BUY	BUY	BUY
Breakeven Attendance	260	425 MAX	407	361	500	401	350	420	401	372	390

Primary Topics for Discussion:

- [Lunch & Snacks](#)
- Audiovisual

Don't forget:

- [Housing](#)
- Cost to Members
\$55 increase,
\$150 increase
from hotel
- [Partner Strength](#)
- [Dates](#)
- [Room Guarantee](#)
- [Location](#)
- [Upside Capacity](#)
- [Partner Strength](#)
- [General Risks](#)

Proposal

- Remove the MIT Sloan option from consideration because it is not large enough to cover costs.
- Prior to October 17 deadline, firm up BU and MIT Main Campus options and select the most financially viable option. Confirm all costs.
- Cancel the Schaumburg contract by October 17 and either pay the \$21,308 penalty or see if it can be transferred to a room block guarantee at the Hyatt Cambridge.

Proposal

APPROVED MOTION Remove Schaumburg - cancel by October 17 and pay \$21,308 penalty **or transferred to room block guarantee at Hyatt Cambridge.**

APPROVED MOTION Final Decision be made by Executive Committee (President, President Elect, Past President, VP Finance, Secretary, Jeroen Struben), VP Meetings, and Executive Director (by Diana, 2nd Inge)

OPEN QUESTIONS

- APPROVED Remove the MIT Sloan option from consideration because it is not large enough to cover costs.
- APPROVED Prioritize 1. August 4-8 over 2. July 14-18 and other dates, if available for attendee cost reduction
- APPROVED Change to M-F
- Ideally prior to October 17 deadline, firm up cost info BU and MIT Main Campus options and select the most financially and logistically viable and accessible option.
 - Major work on housing costs (dorms - assume financial risk, hotels)

ADJOURNMENT