

DUBLIN'S BID FOR THE

The 59th Annual

ICSB World Conference



Organising Bodies

DUBLIN INSTITUTE OF TECHNOLOGY



DUBLIN INSTITUTE OF TECHNOLOGY (DIT)

Dublin, Ireland

Dublin Institute of Technology (DIT) is one of Ireland's largest and most innovative university-level institutions. As a comprehensive, dual-sector doctoral-awarding institution, DIT combines the academic excellence of a traditional university with professional, career-oriented learning, preparing graduates for productive leadership roles. The core values reflected in its mission emphasize student-centred learning, useful knowledge, rigorous processes of discovery and critical enquiry, and support for entrepreneurship and diversity.

DIT has been an integral part of the Irish Higher Education system for more than a century. In that time it has continued to adapt and expand its provision to reflect a changing society and the wider economic environment. There are 20,000 students registered in DIT, and over 2000 members of staff. Nearly 20% of the student body comes from outside Ireland, creating a culturally diverse and stimulating teaching and research environment. A community of over 800 student and staff researchers are engaged in addressing 21st century challenges, ensuring that DIT plays a vital role in Ireland's transition to a smart society. Academics and students are committed to making a significant contribution to international knowledge and enhancing Dublin's role as Ireland's global gateway.

Distinctive pedagogic and research approach

DIT has a distinctive approach to teaching and learning that is underpinned by a strong commitment to quality enhancement. It incorporates practice-based learning, research using real-life issues, internship in the community or industry, volunteerism, study abroad opportunities, and promotes inter-disciplinarity through modularisation. Graduates are prepared for global citizenship, and capable of adapting to a changing international environment.

DIT undertakes research that is nationally relevant, internationally competitive and strategically important. It is strongly focused on problem-solving, and social and technological development and innovation that advances human knowledge and makes a real impact on people's life experience. Research is conducted through two research institutes – Focas, which concentrates on new materials and technologies and the Environmental Health Sciences Institute (EHSI) – and in 16 designated centres organised around strengths in food and health sciences; social, economic and business development; environmental sustainability; information and communication technologies; and creative arts and media.

Close engagement locally and globally with society and the economy, and collaborative links with a range of world-class companies and academic institutions internationally are essential

components in everything DIT does. In addition to bilateral institutional links, DIT participates as a full member of the European University Association (EUA) and the International Association of Universities (IAU).

"IRELAND'S CAPITAL CITY IS OUR CAMPUS"

Dublin is a lively European capital city with a vibrant cultural life and a large, young, student population. Currently based on six campus sites in the city centre, within five years DIT will relocate all its activities to a new education and research campus in the heart of the city. The new campus will be a unique international innovation hub for the Dublin region, with education, research and health facilities co-located with industry, business incubation and community enterprise. It is expected DIT will move to the new campus by 2015.

MISSION STATEMENT

DIT will be the first choice in Ireland for people who seek professional, career-focussed learning and discovery in a vibrant environment renowned for the application of research, innovation and creativity.

THE EUROPEAN COUNCIL FOR SMALL BUSINESS AND ENTREPRENEURSHIP (ECSB)



ECSB is a non-profit organization whose main objective is to advance the understanding of entrepreneurship and to improve the competitiveness of SMEs in Europe. ECSB facilitates the creation

and distribution of new knowledge through research, education and the open exchange of ideas between professions and across national and cultural borders. ECSB organises for its members high-quality conferences, such as the RENT conference in co-operation with EIASM, in order to facilitate and enhance the exchange of knowledge within the ECSB membership. The network of ECSB's members covers nearly the whole of Europe geographically and it has approximately 400 members from over 35 countries. Through its affiliation to the International Council for Small Business since 1989, the European network is also connected to the global academic and professional small business community.

January 4th 2011

Dear ICSB Board,

Please find attached a proposal for the Dublin Institute of Technology (DIT) and the International Council for Small Business (ICSB) to co-host the 59th ICSB World Conference in June 2014 in Dublin (Ireland). Should the proposal be accepted by the Selection Committee, the conference will be organised in conjunction with the European Council for Small Business and Entrepreneurship (ECSB) who would be the host ICSB affiliate.

The Dublin Institute of Technology has the largest business faculty in Ireland and is also one of the country's largest universities / institutes with approximately 20,000 students. In 2001 DIT successfully organised the annual entrepreneurship conference for the European Foundation for Management Development (EFMD), and it has also hosted a range of similar conferences and seminars over the past decade in a variety of business-related fields. In preparing a submission for the ICSB 2014 Conference, DIT immediately gathered a team of experts from inside and outside of the organisation to work through the potential structure and budgets for the conference, and the quality of its deliberations will be found in the proposal. The submission also reflects the fact that Dublin itself is a very popular destination for both conferences and tourists, and the programme that we have designed attempts to capture the needs of both of these markets to suit the requirements of the delegates and their partners.

The theme of the conference will be 'The Greening of SMEs Globally' which will address the international movement towards green-tinted economies. Entrepreneurs, politicians, researchers and consumers are increasingly seeking to find solutions to the challenges of developing economies and businesses that are environmentally sustainable, socially just and rooted locally, and this conference will offer each of ICSB's stakeholders an opportunity to participate in that debate. The conference itself will set an example of how such a large event can be professionally organised while simultaneously practising the key principles of a green business. This conference will also be an exciting opportunity for ICSB to present its contribution to a debate that is growing ever stronger.

The following pages detail the information required within the Call for Proposals. Should you require any further information, then I would be delighted to furnish you with any additional information that you might require. This can be done by emailing me at thomas.cooney@dit.ie or by telephoning me at 00 353 1 402 7075.

Yours sincerely,
Thomas Cooney,
Chairperson of the Organising Committee

Welcome Note

CONFERENCE HOST

& ORGANISATION

Dr Thomas M. Cooney,
Academic Director, Institute for Minority Entrepreneurship
Dublin Institute of Technology,
Aungier Street, Dublin 2, Ireland.

Executive Summary

Dublin Institute of Technology, in conjunction with The European Council for Small Business and in association with Conference Partners, is delighted to submit the following bid document to host the International Council for Small Business World Conference 2014 in Dublin, Ireland.

TITLE OF CONFERENCE

The 59th Annual ICSB World Conference

THEME

The theme of the conference will be 'The Greening of SMEs Globally'. It will primarily consist of the following tracks (including sub-headings):

Green Business Issues

- Energy Management
- Waste Management
- Supply Chain Management
- Renewable Energy
- Ecology and Business
- Staff Awareness and Engagement

Emerging Forms of Entrepreneurship and Innovation

- Entrepreneurship in the Public Sector
- Service Innovations and Entrepreneurship
- Cultural Entrepreneurship

- Innovation Economy
- Creative Environments
- The Importance of Knowledge Spill-Over
- Urban/Metropolitan Entrepreneurship
- Challenges for Sparsely Populated Areas
- Incubators, Clusters & Innovation Systems

Globalization and its Impact on Entrepreneurship and SMEs

- Challenges for Small Firms' Internationalization
- Handling the Crisis/Positive Spin-Offs from Crisis?
- Born Globals and Glocal Strategies

Society and Entrepreneurship

- Gender and Entrepreneurship
- Entrepreneurship Education and Internship Models
- Institutional Entrepreneurship
- Corporate Social Responsibility
- Sustainable Innovation, Entrepreneurship and Growth

Minority Entrepreneurship

- Disability and Entrepreneurship
- Ethnic Minority Businesses
- Gay Entrepreneurship
- Over 50s and Entrepreneurship
- Silent Minorities

Entrepreneurship and its Various Functions

- Finance
- Marketing
- HRM
- Information Technology
- Legal Concerns
- Operations

ORGANISERS

Local Organising Committee (DIT)

- Thomas Cooney (Chair)
- Paul O'Sullivan (Director, College of Business)
- Kate Ui Ghallachoir (Head, School of Marketing)
- Joseph Coughlan (Head, School of Finance)
- Teresa Hurley (Head, School of Management)
- John Jameson (Head, School of Retailing)

International Committee

- If successful, an International Committee of experts will immediately be established to support the planning of the conference.

Executive Summary

Scientific Committee

- If successful, A Scientific Committee consisting of experts from different fields of entrepreneurship will be established to lead the various conference tracks.

ECSB

- If successful, DIT will approach the Board of ECSB to invite suitable persons from the organisation to work with DIT in delivering the key requirements from an ECSB perspective.

ICSB

- If successful, DIT will approach the Board of ICSB to invite suitable persons from the organisation to work with DIT in delivering the key requirements from an ICSB perspective.

LOCATION

The Burlington Hotel, Dublin

DATE

18–21 June 2014

OTHER CONFERENCES

Our research shows the proposed date does not clash with other similar conferences.

NUMBER OF PARTICIPANTS

500 – 750

TIME SCHEDULE OF MAIN DATES

Online submission opens	Oct 2013
Extended abstract submission deadline	February 2014
Notification of abstract acceptance	March 2014
Submissions of full paper or workshop summary for proceedings are due	April 2014

SCIENTIFIC, EDUCATIONAL AND TRAINING PROGRAMME

Wednesday 18th	Pre-conference Events, Registration Opens, Opening Reception
Thursday 19th	Registration, Plenary Sessions, Parallel Sessions, Optional Irish Night
Friday 20th	Registration, Plenary Sessions, Parallel Sessions, Gala Dinner
Saturday 21st	Registration, Parallel Sessions, Closing Plenary

ORGANISATIONAL ARRANGEMENTS

Professional Conference Organisers: Conference Partners Ltd. Conference Partners Ltd is an international leader in conference organisation and event management. Their excellent portfolio of international and national association conferences for world-renowned organisations, hand-in-hand with an impressive record of outstanding events, best illustrates their standing and success in the industry. Conference Partners lead by example and is a founding member of AIPCO (Association of Irish Professional Conference Organisers). Conference Partners is also a member of IAPCO (International Association of Professional Conference Organisers).

FINANCE

- Please refer to the full income and expenditure budget on page 23
- Conference Partners has agreed to fund the initial expenditure of the Conference until registration fees and sponsorship income is received.
 - Conference Partners has an excellent history in budget management and has never lost money on any conference under their management.

VENUE

ICSB 2014 will be held at The Burlington Hotel, Dublin. The Burlington Hotel is one of Ireland's largest conference hotels offering the flexibility of meeting spaces from small to spacious supported by the most up-to-date IT facilities.

EXHIBITIONS

The Exhibition will take place in The Marquee conveniently situated to the side of the Burlington Hotel.

ACCOMMODATION

With over 500 bedrooms in the 4* Burlington Hotel, all conference delegates can potentially be accommodated on site. For a 3* option, The Mespil Hotel situated just a 5 minute walk from the Burlington Hotel also offers quality accommodation for delegates.

Local Support

DUBLIN TOURISM

DUBLIN CONVENTION BUREAU



Dr. Thomas Cooney,
Academic Director - Institute for,
Minority Entrepreneurship,
Dublin Institute of Technology,
Aungier Street,
Dublin 2

8th December 2010

Dear Dr. Cooney,

We are delighted to support the bid to host the 59th Annual ICSB World Conference in Dublin for June 2014.

I would like to assure you of Dublin Convention Bureau's commitment to helping this exciting meeting be as successful as possible, should our city be the chosen destination.

Dublin Convention Bureau will provide unstinting support by harnessing the resources of the City to ensure a memorable meeting in Dublin. Dublin has played host to numerous prestigious conferences and events in the past and has a very successful track record in this area.

Dublin is an accessible destination and our convivial capital offers a world-class selection of hotels, venues and service providers. An outstanding variety of restaurants, entertainment and activities will help ensure that your delegates' expectations of Dublin as a fun and friendly destination are exceeded and attract high participant levels for your conference. Dublin is a knowledge capital and a vibrant, cultural and dynamic city to visit. We have no doubt that Dublin is the ideal location for your conference in 2014.

Our range of promotional material on Dublin includes DVDs, brochures and digital images; all of these are available for use free of charge.

We hope that Dublin will be a winning formula and we look forward to extending a sincere *Céad Mile Fáilte* to you and to all your international colleagues.

Yours sincerely,

Frank Magee
Chief Executive
Dublin Tourism

visitdublin.com

Dublin Tourism
Suffolk Street
Dublin 2
Ireland

Telephone
+ 353 1 605 7774

Fax
+353 1 605 7781

Website
www.dublinconventionbureau.com

Directors: A. Riordan (Chair), R Bourke, Cllr C Brophy, P Carty, M Cassidy, M Connolly, Cllr D Flanagan, Cllr M Freehill, J Magner, D Mescal, E Rothschild, J Tierney, J Travers.

Frank Magee (Chief Executive), P Hayden (Company Secretary). Company Registration No.:151423. Registered office as above. Place of registration-Dublin.

Local Support

LORD MAYOR OF DUBLIN



An tArdmhéara Gearóid Ó Braoin

Lord Mayor of Dublin
Gerry Breen

Dr. Thomas Cooney,
Academic Director,
Institute for Minority Entrepreneurship,
Dublin Institute of Technology,
Aungier Street,
Dublin 2.

13th December 2010

Re: 59th Annual ICSB World Conference – June 2014

Dear Dr. Cooney,

On behalf of Dublin City, I strongly support Dublin's bid to host the 59th Annual ICSB World Conference in 2014.

Dublin, Ireland's capital city is steeped in history and youthful energy. Medieval, Georgian and modern architecture provide a backdrop to a friendly bustling port, where the cosmopolitan and charming converge in the delightful diversity that is Dublin.

I believe that Dublin, a city in which tradition and progress interact in a creative way, will provide an appropriate background for your event.

I wish you and your team every success with the bid and I look forward to hearing the good news in due course.

Yours sincerely,

Gerry Breen
Lord Mayor of Dublin

Ireland

Ireland has emerged as a leading international conference destination and has succeeded in combining the quality product demanded by discerning academic and business visitors with a unique and memorable tourist experience. The scenery in all its variations and the friendliness inherent in the Irish people provide that unquestionable draw which optimises the desired delegate attendance. This, combined with the excellent transport and access facilities, creates an important yardstick for all conference destinations internationally. Married to all of this is the outstanding professional support available which serves to underwrite all these attributes and guarantees an exceptional conference every time.

TRADITIONALLY HIGH DELEGATE TURNOUT

World renowned for the warm welcome and genuine sense of fun, the Irish people's undeniable passion for life is a wonderful lure to visitors the world over and Ireland is famous for attracting higher delegate turnouts in comparison to other destinations.

EXCELLENT ACCESS THROUGH ONE OF EUROPE'S BUSIEST INTERNATIONAL AIRPORTS

Dublin Airport is located just 8 miles from Dublin city centre and it is an airport served by over 100 airlines many of which are low fare airlines. There are excellent transport links in place both to other regional airports and transfer time from the airport to the centre of the capital will take approximately 20 minutes due to the recent opening of the Port Tunnel which has significantly reduced travelling time.

EXPANSION AND DEVELOPMENT of the central eastern docklands part of Dublin city has rejuvenated the capital. The infrastructure of this area is particularly developed with forthcoming erections of further bridges and extensions to light rail systems.

VAT REFUNDS

The recently implemented Finance Act 2007 provides, with effect from 1st July 2007, that a business delegate attending a qualifying conference is entitled to reclaim the VAT paid in respect of accommodation costs incurred while attending that conference. More information is available at www.revenue.ie. However, the Dublin Convention Bureau has an existing partnership with Tax Back International in order to assist companies who don't have the expertise or resources themselves to maximize their VAT returns. For further information please go to www.irishrefunds.com/dcb.

ACCOMMODATION

A broad range of accommodation exists with over 17,000 bedrooms in Dublin City alone.

PROVEN TRACK RECORD

Ireland has hosted a number of major international conferences and sporting events, including

- 2003 Special Olympics
- ICOMOST 2004 'Cultural Heritage Management - Ireland and the New Europe'
- Supporting events for the 2006 Ryder Cup in K-Club
- European Operating Room Nurses Association 2006
- World Dairy Summit 2007
- International Society for Pharmacoeconomics and Outcome Research 2007
- 6th World Archeological Congress



Dublin

There are many layers to the city of Dublin amongst which every visitor finds their niche. It is a bustling city with a population of over 1.7 million and is home to over 100 different nationalities all of who contribute to the fabric of Dublin. Though it has a genuine cosmopolitan feel, Dublin has still managed to retain its own distinct culture, which is expressed in a love of literature, drama and traditional music.

Dublin is one of the oldest cities in Europe and with ancient churches, grand buildings and fine museums, cultural riches abound. From the ancient to the avant-garde, from history, architecture, literature, art and archaeology to the performing arts, Dublin has it. The real advantage to the visitor being that everything is contained within a small area. Furthermore, Dublin boasts the largest park to be found in a European City, the Phoenix Park.

The wide-ranging choice of hotels, restaurants, and pubs meets every visitor's pocket and taste and whether it is a chic boutique hotel, world-class international accommodation or a quaint B&B, Dublin's menu suits every palette. From Michelin Star Restaurants to casual eateries, the mood and inclination of Dublin's guests is anticipated, provided for and enjoyed.

Of course, the quintessential Dublin Pub provides the focal point of Dublin social life, illuminating the vibrant hues of Dubliners & their culture. Conversation flows freely unleashing the unique atmosphere that defines the city.

Though shopping on Dublin's Grafton Street is a renowned pastime, there is so much more to the Dublin shopping experience and the choices are endless. Shopping can also be combined with sight-seeing and history referencing with the centre of the city being the scene for many historical events. A stroll through the city is like a walk through time, from Government Buildings on Dawson Street, down to the General Post Office on O'Connell Street, centre-stage to the historical 1916 Easter Rising.

DUBLIN IS A MODERN CITY WITH ALL THE SKILLS, STRUCTURES, FEATURES AND FACILITIES NECESSARY TO HOST THE MOST COMPLEX OF CONFERENCES.

When conferencing business is over, there is a wealth of activities & culture to attract delegates. Due to Dublin's coastal location, the sea is an integral part of Dublin life. This inheritance allows for a wide variety of water activities, sports or just strolling. Inland, Dublin offers a pick of events from greyhound racing, to a variety of many fine gardens, old stately homes and picturesque parklands.



SOME OF THE AIRLINES SERVICING DUBLIN AIRPORT

Air Baltic
Air France
Aer Lingus
Air Malta
Air South West
American Airlines
BMI
British Airways
Bulgaria Air
Central Wings
City Jet
Click Air
Continental Airways
Czech Airlines
Delta Airlines
Estonian Air
Ethaed
Fly B Airlines
Iberian Airways
Luthuanian Air
Lufthansa Airlines
Lux Air
Lots Polish Airlines
Norwegian Air Shuttle
Ryan Air
SAS
Sky Europe
Swiss Air
Turkish Airlines

PASSPORT & VISA REQUIREMENTS

While EU nationals, EFTA Nationals or USA, Canadian or Australian nationals, do not currently require visas, visitors are required to have a valid passport. Information on nationalities requiring a visa may be obtained from any Irish Embassy or Irish Tourist Office. The Conference Organising Committee and the Professional Conference Organiser will provide assistance in obtaining visas.

DUBLIN CITY – ACCESS & GETTING AROUND

Dublin Airport is located only 20 minutes by taxi from Dublin city centre. One of Europe's busiest airports, it is served by over 100 airlines many of which are low fare airlines. There are excellent transport links in place both to other regional airports and transfer time from the airport to the centre of the capital will take approximately 20 minutes due to the recent opening of the Port Tunnel which has significantly reduced travelling time.

An extensive public transport network serves Dublin. This includes intercity trains, the DART, Dublin Bus Services and a light rail network (LUAS). Airlink is an express service to and from Dublin Airport and Aircoach is a privately run 24-hour dedicated bus service connecting a number of city centre hotels and locations with Dublin Airport.

The Dublin Pass offers free transport from the airport to the city and free entry to over 30 of Dublin's top attractions and special offers in over 25 of Dublin's top shops, restaurants, tours and entertainment venues. The Dublin Pass is available to conference delegates at a special discounted rate.

Access to Dublin

Conference Venue

THE BURLINGTON HOTEL

The ISCB Conference will be held at the Burlington Hotel, located close to the city centre. The Burlington hotel is one of Ireland's largest hotel conference venues and a Dublin institution making it the perfect choice for the ISCB Conference. Superbly located just ten minutes walk from the city centre, the hotel is always at the heart of the action with Grafton Street only a stroll away and leafy St Stephens Green on its doorstep. With its newly renovated bar and lobby, renowned ballroom, modern conference facilities and opulent bedrooms, spacious restaurants and expert chefs, the Burlington Hotel combines cutting edge modernity with the finest traditional values.

The Burlington enjoys a host of public transport services at its doorstep including Dublin's Aircoach (fast, direct access to Dublin Airport which is 16km from the Burlington), 24-hour taxi service and Dublin Bus. The DART and LUAS lines are within a ten minute stroll.

The Burlington Hotel's conference centre can hold up to 1300 guests with 18 meeting rooms, the hotel is a fully equipped business centre. Boasting almost 500 bedrooms, all delegates can be accommodated on site if required. Wireless internet is available throughout the conference facilities.

The Fitzwilliam Hall will be the venue for the Main Plenary. The Concurrent Workshops will take place The Fitzwilliam Hall which can be broken down into three spaces and in the Leinster, Munster and Ulster Suites all on the ground floor, and The Connaught Suites located on the first floor of the hotel.

Exhibition will be located in the Marquee, located directly outside of the Fitzwilliam Concourse. Tea and Coffee Breaks will be served in the Marquee where delegates can mingle and view all exhibitors. Lunch will be catered for in Bellini's Bar, also located on the ground floor of the hotel.



Conference Programme

DAY 1

EVENT

VENUE

Registration Opens	The Burlington Hotel Foyer
Welcome Reception	Guinness Store House

DAY 2

EVENT

VENUE

Main Plenary	The Fitzwilliam Hall
Tea & Coffee Break	The Exhibition Marquee
Lunch	The Burlington Hotel Foyer
Concurrent Sessions	The Fitzwilliam Hall, Ulster, Munster, Leinster & Connaught Suites
Optional Irish Night	The Old Jameson Distillery & Literary Pub Crawl in City Centre

DAY 3

EVENT

VENUE

Main Plenary	The Fitzwilliam Hall
Tea & Coffee Break	The Exhibition Marquee
Lunch	The Burlington Hotel Foyer
Concurrent Sessions	The Fitzwilliam Hall, Ulster, Munster, Leinster & Connaught Suites
Gala Dinner	The Round Room at the Mansion House

DAY 4

EVENT

VENUE

Concurrent Sessions	The Fitzwilliam Hall, Ulster, Munster, Leinster & Connaught Suites
Tea & Coffee Break	The Exhibition Marquee
Closing Plenary	The Fitzwilliam Hall
Lunch	The Burlington Hotel Foyer



Social Programme

Dublin offers a variety of impressive venues for evening functions, from the traditional to the sophisticated, from the casual to the chic, the options are extensive affording the opportunity for all moods and sentiments to be captured and met.

The social programme of any conference is central to its success, particularly when a high number of spouses or partners accompany the delegates. Dublin has the great advantage of being a cosmopolitan capital city yet to the East; the Irish Sea laps its shores, whilst to the West and North, rolling countryside boasts Ireland's renowned greenery with and the heather-clad Dublin Mountains forming the gateway to the South and the "Garden Of Ireland", County Wicklow. This affords the Conference the luxury of being able to create innovative and entertaining tours for delegates and accompanying persons both around the city centre and to the varied landscape beyond.

WEDNESDAY NIGHT WELCOME RECEPTION

Following the official opening, a welcome reception will be held in the Guinness Storehouse, located at St. James's Gate Brewery. The Storehouse was originally built in 1904 to house the Guinness fermentation process. This incredible building was constructed in the style of the Chicago school of architecture, with massive steel beams providing the support for the structure of the building. The Storehouse building housed the fermentation of Guinness beer until 1988, and in November 2000, Guinness Storehouse opened its doors as a tourist attraction.

The core of the Guinness Storehouse building is modelled on a giant pint glass, stretching up from reception on the ground floor to The Gravity Bar in the sky. If filled, this giant pint would hold approximately 14.3 million pints of Guinness. This evening reception will provide an opportunity for delegates to meet in a relaxed environment, network and reacquaint with past acquaintances in this unique and prestigious venue.

THURSDAY NIGHT – OPTIONAL CULTURAL NIGHT OLD JAMESON DISTILLERY

A traditional Irish evening at the world famous Old Jameson Distillery! The evening commences with a drinks reception and guided tour of the distillery. Guests may also partake in a whiskey tasting session. This relaxed evening includes Irish music and delivers the essential and inherent "craic" of any Irish social occasion. Also to be enjoyed is the contemporary "Riverdance" style dancing all complemented by the flavours of a delicious meal. A cash bar will be available for beverages.

THURSDAY NIGHT – OPTIONAL CULTURAL NIGHT LITERARY WALK OF GEORGIAN DUBLIN

Here is an opportunity to discover Medieval and Georgian Dublin through the eyes of a famous Dublin street poet who will bring to life Dublin's writers and walk the very paths that inspired our luminary writers like Swift, Yeats, Joyce, Wilde and Beckett. This performance tour takes you to Dublin Castle, St. Patrick's Cathedral, Christ Church and Trinity College.

Gala Dinner

Interpreting the mood and understanding the sentiment is crucial when we organise this wonderful and most important element of the social programme. This will be a signature event unique to this Conference, its objectives and its essence.

The Round Room in The Mansion House is the perfect venue for this event. Situated in Dublin's city centre, the Mansion House is the Lord Mayor's official residence. The Round Room was built in 1821 for the much-anticipated visit of King George IV. On the 21st of January 1919, the First Dáil Éireann was held in the Round Room. In 1921, 100 years after its construction to receive the English monarch, the Anglo-Irish Treaty was ratified in this room. It was the signing of this treaty that created the Irish Free State, and led to the Irish Civil War. The Mansion House is located on Dawson Street which runs parallel to the famous shopping thoroughfare of Grafton Street.

The venue will be transformed into a wonderland of candlelight, atmospheric lighting and floral centrepieces. Colourful linens and chic furniture will create a spectacle to behold and the sense of occasion will be palpable. We will create a striking stage design, provide arresting lighting displays and use state-of-the-art audio visual and video production ensuring a most unforgettable evening.

The delegates will enjoy engaging entertainment representative of the Irish location and culture but equally reflecting the collective tastes of the audience. The finer and intrinsic details such as menus and place names will illustrate the branding of the conference and will demonstrate the consistent creativity that will be associated not just with this part of the programme but also with the Conference as a whole from conception to conclusion.



Accommodation

HOTELS

Accommodation is available across a wide range of price categories. You can avail of

- Self catering Accommodation
- City Centre Hotels

The following are simply a sample of the wide variety of hotels available close to the Burlington. The rates provided are based on 2010 rates and these rates would generally increase with inflation at approx 5% per year.

Recently however, with the current economic climate, we have seen hotel rates actually reduce and would be confident through our established relationship with the hotels of negotiating the best rates available closer to the conference.

TEMPLE BAR HOTEL, Temple Bar, Dublin 2

Three Star ***

Temple Bar Hotel is superbly located on Fleet Street in Temple Bar. Temple Bar is Dublin's entertainment and cultural quarter. The area is one of Dublin's most vibrant and lively spots. You will find the Capital's top bars, restaurants and cafes located along its quaint, cobbled streets. The city's many theatres and museums are also within walking distance. This hotel is just 2km from the conference hotel, and approximately 15 minutes walking distance.

THE MESPIL HOTEL, Mespil Road, Dublin 4

Three Star ***

The Mespil Hotel is a modern three star hotel located within Georgian Dublin, an elegant and stylish part of Dublin city centre and just 10 minute walk from St. Stephens Green and Grafton Street. Conveniently located just a 5 minute walk from the Burlington, the Mespil provides and excellent 3* option for delegates.

THE BURLINGTON HOTEL, Upper Leeson Street, Dublin 4

Four Star ****

The Burlington provides high quality accommodation, boasting 500 bedrooms and suites. All bedrooms are on-site.

WESTBURY HOTEL, Grafton Street, Dublin 2

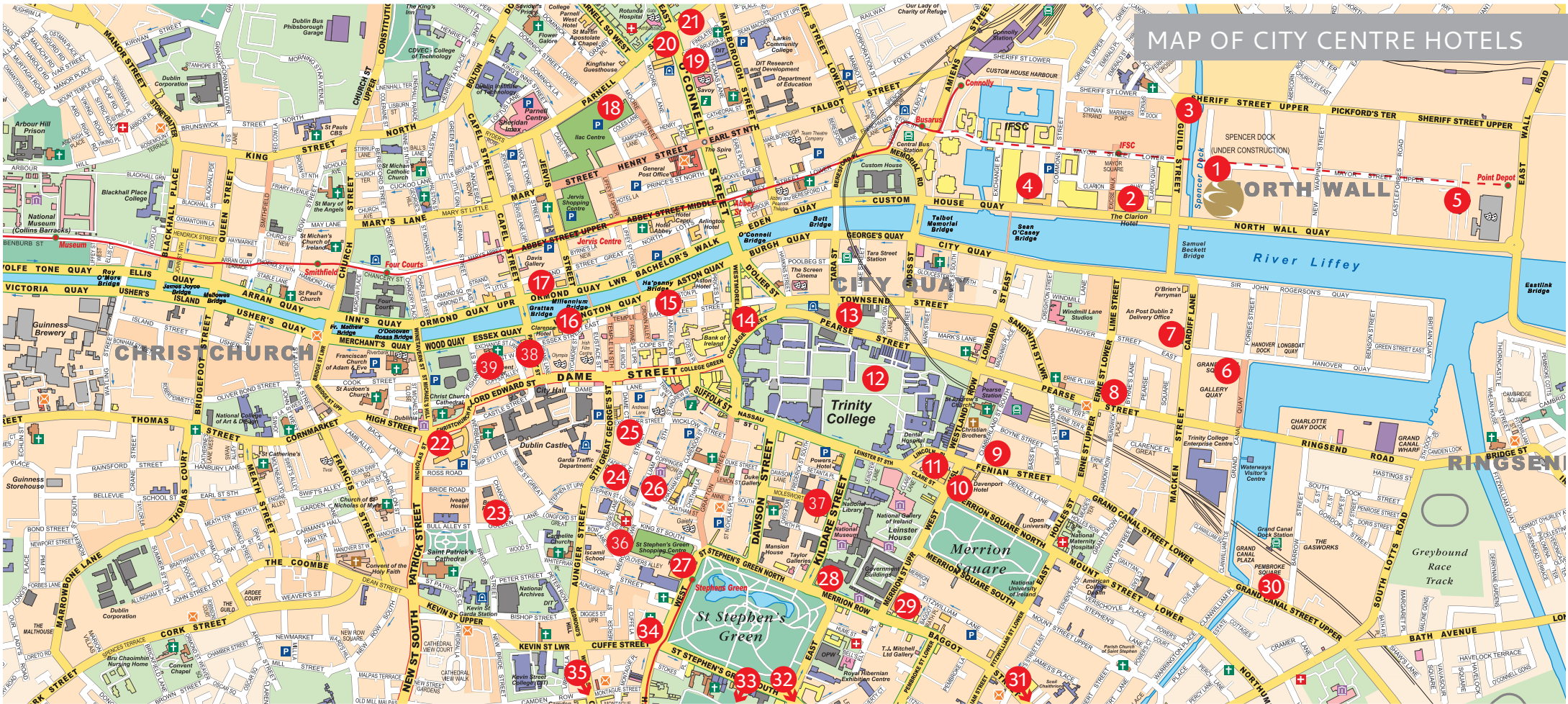
Five Star *****

The Westbury Hotel is perfectly located just off cosmopolitan Grafton Street, in the heart of Dublin City Centre. This 5 star hotel provides easy access to the central business district, the IFSC, theatres, entertainment, and the many cultural and heritage attractions within the city. The hotel has a very relaxed atmosphere with elegance, charm and a reputation for excellent cuisine and service. It is located just a 10 minute walk away from the conference hotel, 1.2km in distance.

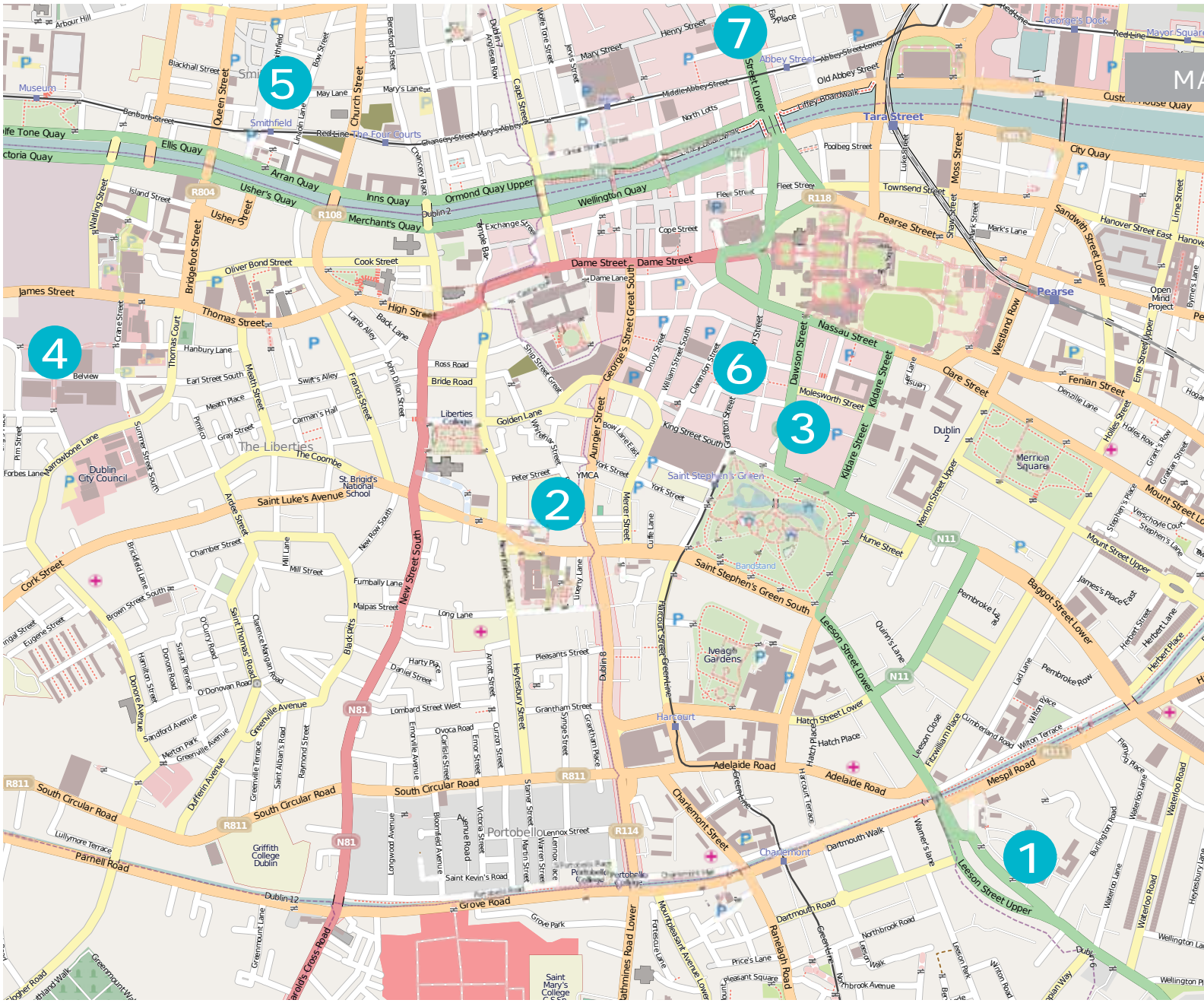
Star Rating	2010 Prices From
Self Catering	€75
3* Hotels	€120
4* Hotels	€140
5* Hotels	€180

*These are hotels that come recommended but please see below for a detailed list of hotel accommodation available in Dublin City

MAP OF CITY CENTRE HOTELS



- | | | |
|--|---|---|
| 2 Location for 5* Hotel, Spencer Dock | 16 Morgan Hotel 4* – Fleet St, Dublin 2 | 30 Merrion Hotel 5* – 21-24 Upper Merrion St, Dublin 2 |
| 3 Clarion IFSC 4*, Excise Walk, IFSC, Dublin 1 | 17 Clarence Hotel 5* – 6-8 Wellington Quay, Dublin 2 | 31 Grand Canal Hotel 3* – Grand Canal St, Dublin 3 |
| 4 National College of Ireland, Campus accommodation | 18 Morrison Hotel 4* – Lower Ormonde Quay, Dublin 1 | 32 The Four Seasons Hotel 5* – Ballsbridge, Dublin 4 |
| 5 Jury's Inn, Custom House 3*, Custom House Quay, Dublin 1 | 19 Jury's Inn 3* – Parnell St, Dublin 1 | 33 Burlington Hotel 4* – Sussex Rd, Dublin 4 |
| 6 New Point Village Hotel, NorthWall Quay, Dublin 1 | 20 The Gresham 4* – 23 Upper O'Connell St, Dublin 1 | 34 Conrad Hotel 5* – Earlsfort Terrace, Dublin 2 |
| 7 The Monogram Hotel – Grand Canal Square, Dublin 2 | 21 Cassidy's Hotel 3* – Cavendish Row Upper, O'Connell St, Dublin 1 | 35 O'Callaghan Stephen's Green Hotel 4* – Dublin 2 |
| 8 Quality Hotel 4* – Cardiff Lane, Dublin 2 | 22 Academy Hotel 3* – 11-13 Findlater Place, O'Connell St, Dublin 1 | 36 Camden Court Hotel 3* – Camden St, Dublin |
| 9 The Holiday Inn 3* – Pearse St, Dublin 2 | 23 Jury's Inn, Christchurch 3* – Christchurch, Dublin 8 | 37 The Mercer Hotel 2* – Lower Mercer Street, Dublin 2 |
| 10 O'Callaghan Alexander Hotel 4* – Dublin 2 | 24 Radisson SAS Royal Hotel 4* – Golden Lane, Dublin 2 | 37 Buswells Hotel, Molesworth Street, Dublin 2 |
| 11 O'Callaghan Davenport Hotel 4* – Dublin 2 | 25 Brooks Hotel 4* – Drury St, Dublin 2 | 38 Paramount Hotel, Parliament Street, Dublin 2 |
| 12 O'Callaghan Mont Clare Hotel 3* – Dublin 2 | 26 Central Hotel 3* – Exchequer St, Dublin 2 | 39 George Frederic Handle Hotel, Fishamble St, Dublin 2 |
| 13 Trinity College Dublin – Campus Accommodation Dublin | 27 Westbury Hotel 5* – Grafton St, Dublin 2 | |
| 14 Trinity Capital Hotel 3* – Pearse St, Dublin 2 | 28 Fitzwilliam Hotel 5* – St. Stephen's Green, Dublin 2 | |
| 15 The Westin 5* – Westmoreland St, Dublin 2 | 29 Shelbourne Hotel 5* – 27 St. Stephen's Green, Dublin 2 | |



MAP OF KEY CONFERENCE SITES

- 1 THE BURLINGTON HOTEL
- 2 COLLEGE OF BUSINESS, DIT
- 3 MANSION HOUSE
- 4 GUINNESS STOREHOUSE
- 5 THE OLD JAMESON DISTILLERY
- 6 SHOPPING AREA
- 7 CITY CENTRE



Tours & Excursions

GLENDALOUGH

We travel south through the Dublin and Wicklow mountains to the monastic site of Glendalough, founded by St Kevin in the 6th century. This is followed by a visit to Russborough House situated on the shores of the Blessington Lakes. This is home to Sir Alfred and Lady Beit and is an outstanding Palladian House by Richard Castle, constructed between 1740 and 1750. The tour includes a visit to the house wherein the Beit art collection is displayed and open for viewing.

DAILY EXCURSIONS

There is a wide range to choose from, however the following might offer a flavour of what is there to enjoy.

DUBLIN CITY

This tour will provide an introduction to Dublin and its elegant Georgian buildings. We will visit 16th Century Trinity College founded in 1582 by Queen Elizabeth I. Here on display is the legendary Book of Kells, an illuminated manuscript dating from the 8th century. The tour ends with a visit to the Whiskey Corner. A short audio-visual presentation in English explains the process of whiskey-making after which you get into the pub for whiskey tasting. Four members from each group will be presented with diplomas as professional whiskey makers.

GRAND TRADITIONS AND GREAT HOUSES IN COUNTY KILDARE

About an hour's drive from Dublin resides the treasured house of one of Ireland's proudest traditions - The National Stud. A tour of the stud and a visit to the horse museum will entertain and delight even those who have not yet been bitten by the bug of horse racing. Mare and foals can be seen in the paddocks from the Tully Walk and a few famous stallions will be on view. Integrated into the grounds of the stud are the remarkable Japanese Gardens. Laid out in an area of bogland by the Japanese gardener Tasa Elida, and devised by Col. William Hill-Walker, the gardens have been designed and landscaped to take the visitor on the "Path of Life" from cradle to grave.

There is a short drive of approximately 30 minutes to Castletown House, Ireland's largest and finest Palladian country house. Built in the early 18th century for the then Speaker of the Irish House of Commons, William Connolly. The façade was designed by the Italian architect Aleksandra Galilee with the remainder being restored by Sir Edward Lovett Pearce. The interior decoration was completed under the supervision of the wife of Connolly's nephew, Lady Louisa, sister to the 3rd Duke of Richmond.

NORTH COAST AND MALAHIDE CASTLE

This tour travels along the North Coast of Dublin Bay to the summit of the Hill of Howth, which offers a panoramic view of Dublin and its surroundings. Later a visit will be made to Malahide Castle, one of Ireland's oldest and most historic sites founded by Richard Talbot in the 12th century and occupied by his descendants until 1976. During the tour, there will be the opportunity to view excellent examples of Irish period furniture, as well as a unique collection of Irish historical portraits.



Pre & Post Conference Tours

DUBLIN | KILDARE | SHANNON

Pre and post conference tours will be offered to delegates, these will run based on minimum numbers. Below is a sample of one of the tours that are available allowing delegates to enjoy Ireland's beautiful scenery and affording them the opportunity of visiting historic places of note such as:

- Kilkenny City, Kilkenny
- The Giant's Causeway, Co Antrim
- The Rock of Cashel, Co Tipperary
- Bunratty Castle, Co Clare.

TOUR 1 | DUBLIN-KILDARE-SHANNON, 4 DAY TOUR

DAY 1

Up early, guests will make the easy transfer from Dublin to Ireland's horse county of Kildare, where they will be treated to a fabulous gourmet dinner and overnight stay in one of Ireland's most luxurious five-star golf resorts, The K Club – home to the Ryder Cup in 2006.

DAY 2

Day 2 sees our guests travel from Kildare to the wonderfully scenic region of the Shannon, famous for being the longest river in the British Isles, it is a river that winds through the countryside meeting the Atlantic Ocean at Limerick City. Guests will be treated to a sumptuous dinner and overnight stay in the distinguished and opulent surroundings of Dromoland Castle.

DAY 3

Irish castle resorts are famous for their beautiful grounds and their wide range of activities. You can avail of the best this setting has to offer with a morning spent clay-pigeon shooting, angling or fishing.

Later, guests will be taken to Bunratty Castle & Folk Park, which includes a 13th century castle and a fascinating folk park, which recreates rural and urban life in 19th-century Victorian Ireland. Lunch will be served in the authentic and cosy surroundings of a traditional Irish pub.

Bunratty is famous for its lively nightlife and guests can later enjoy dinner in one of the town's happening pubs, Durty Nelly's.

DAY 4

It's a short transfer to Shannon Airport for departure.

Pre & Post Conference Tours

DUBLIN | WICKLOW | KERRY

DAY 1

After enjoying breakfast in the hotel, guests will be picked up by a fleet of Land Rover Jeeps and will have to complete several testing challenges on the way to Ballyknocken House in County Wicklow, just south of Dublin. Get ready for an Irish Dancing competition, Guinness Pint Pulling, and a clue-solving session involving the locals! On arrival, guests will be treated to an extraordinary lunch in the delightful and traditional Hay Barn. Afterwards, it's off to the forest where everyone gets the chance to drive specially prepared Land Rovers over the rocky Wicklow mountain terrain. Also on the agenda are blind driving challenges and clay-pigeon shooting. After the day's activities and prize giving, the group will travel back to their selected hotel in a convoy – guests can keep in touch with each other via special radio sets on the way back to the hotel. After some relaxing time in the hotel, it's off to a chic city centre restaurant for dinner.

DAY 2

After breakfast in the hotel, guests have the chance to explore the charms of Dublin city for themselves.

That evening it's off to the outstanding Number Six, Kildare Street, home of the Royal College of Physicians of Ireland and one of Ireland's most prestigious addresses for private dinner and entertainment. Its entertainment all round as guests are met by a traditional piper who will lead them into the venue for drinks and canapés before dinner.

And this is no ordinary venue – the reception will be held in the stunning Graves Hall while listening to a band performing French and Italian Café music and Brazilian bossa nova. Dinner is served in the impressive Corrigan Hall with post-prandial musical treats from a string quartet and singing pianist.

DAY 3

Breakfast is in the hotel before transfer by coach to the Kingdom of Kerry and magnificent Killarney, stopping off at the picturesque village of Adare for lunch. Along the way and to keep things interesting, the coach stops to pick up a lively hitchhiker – a character to entertain everyone, before arriving at the hotel and taking a leisurely stroll around this world-famous Kerry town.

It's a traditional pub dinner that evening, where guests can relax and enjoy the jovial atmosphere, including Irish dancing, singing and invitations for everyone to join in!

DAY 4

It's off by coach to Kate Kearney's Cottage, where guests are greeted by local "jarveys", their horses and their jaunting cars. This is the mode of transport for the next seven miles through the hauntingly beautiful Gap of Dunloe. Lunch is a BBQ served at Lord Brandon's Cottage beside the lakes and afterwards guests are treated to an amazing falconry display. This is followed by a boat trip across the three lakes of Killarney and the day ends at an Irish castle, where guests are transferred back to the hotel.

A private farewell dinner is served in one of Killarney's finest restaurants before the evening's entertainment commences with a lively Irish band to finish off the trip on a high note!

DAY 5

Guests are transferred to Shannon Airport for their return flights home.



Pre & Post Conference Tours

DUBLIN | BELFAST | DUBLIN

DAY 1

DISCOVERING NORTHERN IRELAND

Check out of your luxury hotel in Dublin and get on the road to discover Northern Ireland. En-route, you will visit Malahide Castle, set on 250 acres of parkland in the pretty seaside town of Malahide.

A light lunch will be in Cruzzos restaurant on the Marina in Malahide, followed afterwards by a drive north towards Belfast City. After checking into your luxury hotel, you will be chauffeured by a local guide in a traditional black taxi for a tour of Belfast city. This tour allows you to sit back and acquaint yourself with Belfast, a city that is steeped in history and culture. Evening entertainment is provided as you dine in one of Belfast's great restaurants. Overnight stay in a luxury Belfast City Centre Hotel.

DAY 2

THE GIANT'S CAUSEWAY

Today you will visit Northern Ireland's premier tourist attraction, The Giant's Causeway. Comprised of 40,000 basalt blocks with interlocking basalt columns this was formed by cooling lava some two million years ago. Legend has it that the giant Finn McCool, the Ulster warrior, built giant sized stepping stones to bring his love from the island of Staff, located off the Scottish coast, across the sea to Ulster.

Don't forget a visit to the heart-stopping Carrick-a-Rede Rope Bridge. For those brave enough to cross the 24m deep and 18m wide Atlantic chasm, you will enjoy stunning views over the sea to the Scottish Coast. Three kilometres from this fascinating causeway coast brings you to Bushmills, home to Ireland's oldest working distillery and the oldest licensed distillery in the world. Enjoy lunch and a guided tour before departing back to Belfast.

Evening entertainment is in the form of a Gala dinner at Waterfront Hall, Belfast. It is the perfect venue for your final night in Ireland. After dinner, enjoy the spectacle of a troop of Irish Dancers, who will perform a selection of routines from the lyrical moves of soft shoe dance to the more dynamic moves and sound of hard shoe.

Overnight in your luxury Belfast City Centre Hotel.

DAY 3

It's up early for transfers to Belfast/Dublin Airport and a farewell to the green isle.



Budget

	ITEM	Unit Cost	Qty	Vat %	Fixed Costs	Variable Costs
1	Administration Costs	Subtotal:	€5,711.20	€59.29		
	On line Administration Fee per delegate	€49.00	1	21.0%		€59.29
	On Site Staff (4 staff x 4 days)	€295.00	16	21.0%	€5,711.20	
	Committee Expenses - to be confirmed	€0.00	1	exempt	€0.00	
2	Venue - The Burlington Hotel (Based on 2010 rates)	Subtotal:	€29,947.50	€0.00		
	Setup Tues Conference (Weds, Thurs, Fri, Sat)					
	Setup:					
Tues	Set up Registration Area in Burlington Foyer	€0.00	1	exempt	€0.00	
	Conference					
Weds	PreConference Meetings - Fitzwilliam Hall (Pembroke & Lansdowne Room)	€4,750.00	1	21.0%	€5,747.50	
Thurs - Sat	Main Plenary 700pax & Concurrent Session 1 & 2 - Fitzwilliam Hall (Pembroke & Lansdowne Room)	€4,750.00	3	21.0%	€17,242.50	
Thurs - Sat	Concurrent Session 3 - 8 (Herbert, Ulster, Munster, Leinster, & Connaught Suites 1 & 2)	€950.00	3	21.0%	€3,448.50	
	Other Items For Venue:					
Weds - Sat	Speaker Preview Room -	€450.00	4	21.0%	€2,178.00	
Weds - Sat	Committee Office	€275.00	4	21.0%	€1,331.00	
3	Catering - Day time (Based on 2010 rates)	Subtotal:	€0.00	€88.53		
	Coffee / Tea & Biscuits (AM and PM) Pre-conference Weds	€4.50	400	13.5%	€2,043.00	
	Lunch - Buffet in Bellinis (1 plate buffet) Pre-conference Weds	€18.50	200	13.5%	€4,199.50	
	Coffee / Tea & Biscuits (AM and PM) (Thurs, Fri, Sat)	€4.50	5	13.5%		€25.54
	Lunch - Buffet in Bellinis (1 plate buffet) (Thurs, Fri, Sat)	€18.50	3	13.5%		€62.99
	Mineral Water for theatres - estimated	€200.00	0	21.0%	€0.00	
	Water Coolers for delegates - estimated	€200.00	0	21.0%	€0.00	
	Tea/Coffee in Speakers Room	€200.00	0	21.0%	€0.00	

	ITEM	Unit Cost	Qty	Vat %	Fixed Costs	Variable Costs
4	Evening Functions - Catering and Entertainment (Based on 2010 rates)	Subtotal:	€20,805.95	€129.37		
a	Opening Reception- Wednesday in Guinness Storehouse					
	Venue Hire	€6,345.00	1	21.0%	€7,677.45	
	Canapes per person	€20.00	1	13.5%		€22.70
	Drinks Budget - estimated	€12.00	1	21.0%		€14.52
b	Gala Dinner- Wednesday in Mansion House					
	Venue Hire	€4,700.00	1	21.0%	€5,687.00	
	3 Course Dinner per person	€62.00	1	13.5%		€70.37
	Drinks Budget for drinks reception & half a bottle per person during the meal	€18.00	1	21.0%		€21.78
	Full colour branded menus	€450.00	1	21.0%	€544.50	
	Entertainment - estimated	€2,000.00	1	21.0%	€2,420.00	
	AV, Lighting and Technician	€1,500.00	1	21.0%	€1,815.00	
	Flowers for tables if required €60 per table	€40.00	50	21.0%	€2,420.00	
	Catering and dressing room for entertainers	€200.00	1	21.0%	€242.00	
	Stage - use in house	€0.00	1	21.0%	€0.00	
	Podium for stage - use in house	€0.00	1	21.0%	€0.00	
c	Irish Night Tuesday- Old Jameson Distillery/ Irish Literary Pub Crawl - Delegates will purchase tickets, this evening is self financing					
5	Print, Artwork and Design (Based on 2010 rates)	Subtotal:	€9,496.20	€-		
	Postcard Announcement done electronically €1000 to be printed	€0.00	1	21.0%	€0.00	
	Posters for promotion - if required	€0.00	1	21.0%	€0.00	
	1st Announcement - A4 x 2000 including design	€1,200.00	1	21.0%	€1,452.00	
	Final Announcement & Call for Papers - 24 pages, full colour - To be donw electronically otherwise €6500 to be printed	€0.00	1	21.0%	€0.00	
	Programme & Book of Abstracts - estimated and will depending in number of pages	€6,000.00	1	13.5%	€6,810.00	
	Book of Proceedings - to be advised if the cost goes into this budget	€0.00	1	21.0%	€0.00	
	Name Badge Inserts	€495.00	1	21.0%	€598.95	

	ITEM	Unit Cost	Qty	Vat %	Fixed Costs	Variable Costs
	CD ROM - if required	€0.00	1	21.0%	€0.00	
	Delegates list	€175.00	1	21.0%	€211.75	
	Evaluation Form	€175.00	1	21.0%	€211.75	
	Name Tents for speakers - if required	€175.00	1	21.0%	€211.75	
6	Postage (Based on 2010 rates)	Subtotal:	€2,250.00	€2.36		
	Post Cards €1,000 if required	€0.00	1	exempt	€0.00	
	Postage of Posters - if required	€0.00	1	exempt	€0.00	
	First announcement based on 2000 - estimated	€1,750.00	1	exempt	€1,750.00	
	Final announcement and call for papers €1425 if required	€0.00	1	exempt	€0.00	
	Letters of confirmation and invoicing	€1.95	1	21.0%		€2.36
	General Correspondence	€500.00	1	exempt	€500.00	
7	Stationery (Based on 2010 rates)	Subtotal:	€907.50	€0.00		
	Envelopes, paper, Labels for 1st and final announcement	€750.00	1	21.0%	€907.50	
8	Conference Materials (Based on 2010 rates)	Subtotal:	€242.00	€22.39		
	Conference Bags - Nylon shoulder strap / Folder	€12.00	1	21.0%		€14.52
	Pen	€1.00	1	21.0%		€1.21
	Plain Note Pad - 1 colour	€1.00	1	21.0%		€1.21
	Name Badge & Lanyard or Bull Dog Clip	€4.50	1	21.0%		€5.45
	Ribbons for organising committee, scientific committee, invited speakers	€200.00	1	21.0%	€242.00	
	Tee-shirts for Ushers - if required	€0.00	20	21.0%	€0.00	
9	AUDIO VISUAL EQUIPMENT (Based on 2010 rates)	Subtotal:	€41,273.10	€0.00		
	Plenary: Fitzwilliam Hall (Pemborke & Lansdowne)					
	Data Projector	€650.00	4	21.0%	€3,146.00	
	Computer	€135.00	4	21.0%	€653.40	
	Large Screen	€150.00	4	21.0%	€726.00	
	View Screen for speaker at podium	€0.00	4	21.0%	€0.00	

	ITEM	Unit Cost	Qty	Vat %	Fixed Costs	Variable Costs
	10 speaker 300 x EV PA System	€795.00	4	21.0%	€3,847.80	
	Tie mics, top table mics, mic stands, 4 handheld radio mics, 8 Channel powered Desk	€425.00	4	21.0%	€2,057.00	
	Lighting - 6 channel lighting desk, Rank 6-way Dimmer Rack, Mains Distribution Unit, ETC source four lights, Lighting stands	€650.00	4	21.0%	€3,146.00	
	Concurrent Sessions:					
	Data Projector (Herbert, Ulster, Muster, Leinster) Thurs - Sat	€420.00	12	21.0%	€6,098.40	
	Screen (Herbert, Ulster, Muster, Leinster) Thurs - Sat	€120.00	12	21.0%	€1,742.40	
	Laptop (Herbert, Ulster, Muster, Leinster & Connaught 1 & 2) Thurs - Sat	€135.00	15	21.0%	€2,450.25	
	PA System (Herbert, Ulster, Muster, Leinster & Connaught 1 & 2) Thurs - Sat	€250.00	15	21.0%	€4,537.50	
	2 Top Table mics, 1 hand held (Herbert, Ulster, Muster, Leinster & Connaught 1 & 2) Thurs - Sat	€100.00	15	21.0%	€1,815.00	
	Other Items:					
	Transport	€295.00	1	21.0%	€356.95	
	Set up and derig of all the above rooms	€2,000.00	1	21.0%	€2,420.00	
	Technicians					
	Technician for Plenary Room - (Weds - Sat)	€425.00	4	21.0%	€2,057.00	
	2 Technician floating between Simultaneous Rooms - (Thurs - Sat)	€425.00	6	21.0%	€3,085.50	
	Technician for Speaker Preview Room to collect presentation - (Weds - Sat) 1 technician x 4 days	€425.00	4	21.0%	€2,057.00	
	Daily expenses for technicians	€25.00	14	21.0%	€423.50	
	Speakers Room Weds - Sat					
	Laptop	€135.00	4	21.0%	€653.40	
	Printer €135 per day if required	€0.00	4	21.0%	€0.00	
10	Transport (Based on 2010 rates)	Subtotal:	€10,080.00	€0.00		
	Transfers for Opening Reception	€595.00	8	exempt	€4,760.00	
	Transfers for Gala Dinner	€595.00	8	exempt	€4,760.00	

	ITEM	Unit Cost	Qty	Vat %	Fixed Costs	Variable Costs
	Drivers Expenses	€35.00	16	exempt	€560.00	
11	Display Material (Based on 2010 rates)	Subtotal:	€9,099.20	€0.00		
	Backdrops on either side of the stage in plenary room €650 each - if required	€0.00	2	21.0%	€0.00	
	Podium Sign for plenary room	€200.00	1	21.0%	€242.00	
	Podium Signs for Simultaneous Session Rooms - if required	€0.00	4	21.0%	€0.00	
	Registration countertop, signage, spot and lettering A - Z	€1,000.00	1	21.0%	€1,210.00	
	Free Standing Welcome Sign outdoor	€395.00	1	21.0%	€477.95	
	Internal directional Signage 2m x 1m	€395.00	5	21.0%	€2,389.75	
	Notice Board	€250.00	1	21.0%	€302.50	
	Sponsorship Acknowledgement Board	€650.00	1	21.0%	€786.50	
	Delivery & installation of the above	€2,000.00	1	21.0%	€2,420.00	
	Artwork for Signs	€850.00	1	21.0%	€1,028.50	
	Laminated signage - estimated	€200.00	1	21.0%	€242.00	
12	Committee Expenses	Subtotal:	€3,042.94	€0.00		
	To be Confirmed	€0.00	0	exempt	€0.00	
	Free registration fees for sponsors	€304.29	10	exempt	€3,042.94	
13	Exhibition (Based on 2010 rates)	Subtotal:	€55,963.00	€0.00		
	Marquee for Exhibition. (Including 16m x 40m solid pavillion, lighting, carpet, wall linings, doors and emergency exits, entrance porch)	€25,000.00	1	13.5%	€28,375.00	
	Electrics & Heating (including a generator, distriution board, electrician, heaters, fuel, additonal lighting)	€7,000.00	1	21.0%	€8,470.00	
	Wifi Access	€2,000.00	1	21.0%	€2,420.00	
	3m x 3m stand, with spot lights, electrical cabling, company name. - €495 per shell scheme stand if required	€495.00	20	21.0%	€11,979.00	
	Exhibition stand space only (table, baize, two chairs, power supply) €85 if required	€0.00	1	21.0%	€0.00	
	Exhibition management	€180.00	20	21.0%	€4,356.00	
	Electrician for exhibition	€300.00	1	21.0%	€363.00	

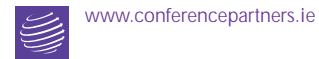
	ITEM	Unit Cost	Qty	Vat %	Fixed Costs	Variable Costs
14	Misc (Based on 2010 rates)	Subtotal:	€17,683.50	€2.36		
	Web Page Design maintenance and development over 3 year period	€5,000.00	1	21.0%	€6,050.00	
	Secure on- line registration	€750.00	1	21.0%	€907.50	
	Telephone on site - estimated	€300.00	1	21.0%	€363.00	
	Telephone and fax for delegates correspondence	€1.95	1	21.0%		€2.36
	Courier Charges - estimated	€300.00	1	21.0%	€363.00	
est	Bank Charges - fees and credit card charges @ 2.95%	€10,000.00	1	exempt	€10,000.00	
	Contingency	€0.00	1	exempt	€0.00	
	Photographer - depending on hours required	€0.00	1	21.0%	€0.00	
	Security - if required	€0.00	1	21.0%	€0.00	
15	Insurance (Based on 2010 rates)	Subtotal:	€0.00	€0.00		
	Cancellation & Abandonment Insurance - quote can be obtained if required	€0.00	1	21.0%	€0.00	
	Public Liability Insurance	€750.00	1	21.0%	€907.50	
					Euro Fixed Costs	Euro Variable Costs
	Grand Total				€213,652.09	€304.29
	EXPENDITURE:					
	Total Number of Delegates:		500	550	600	650
	Number of early registrations for ICSB Members		125	137	150	162
	Number of late registrations for ICSB Members		125	137	150	162
	Number of early registrations for non Members		125	137	150	162
	Number of late registrations for non Members		125	139	150	164
	Fixed Costs		€213,652.09	€213,652.09	€213,652.09	€213,652.09
	Variable Costs		€152,147.00	€167,361.70	€182,576.40	€197,791.10
	Total Expenditure		€365,799.09	€381,013.79	€396,228.49	€411,443.19

	ITEM	Unit Cost	Qty	Vat %	Fixed Costs	Variable Costs
INCOME:						
€ 450.00	Early Registration Fees for ICSB Members		€56,250.00	€61,650.00	€67,500.00	€72,900.00
€ 490.00	Late Registration Fees for ICSB Members		€61,250.00	€67,130.00	€73,500.00	€79,380.00
€ 480.00	Early Registration Fees for non-members		€60,000.00	€65,760.00	€72,000.00	€77,760.00
€ 510.00	Late Registration Fees for non-members		€63,750.00	€70,890.00	€76,500.00	€83,640.00
€ 400.00	Students					
€ 60.00	Pre-conference Forum based on 200pax attending		€12,000.00	€12,000.00	€12,000.00	€12,000.00
€ 60.00	Doctoral Consortium					
€ 45.00	Welcome Reception Tickets		€22,500.00	€24,750.00	€27,000.00	€29,250.00
€ 75.00	Gala Dinner Tickets		€37,500.00	€41,250.00	€45,000.00	€48,750.00
	Failte Ireland - Estimated based on 500pax		€5,500.00	€5,500.00	€5,500.00	€5,500.00
	Sponsorship - Estimated		€10,000.00	€10,000.00	€10,000.00	€10,000.00
€3,000	Exhibition €3,000 each x 20 stands		€60,000.00	€60,000.00	€60,000.00	€60,000.00
	Total Income		€388,750.00	€418,930.00	€449,000.00	€479,180.00
	FINANCIAL OUTCOME:		€22,950.91	€37,916.21	€52,771.51	€67,736.81





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International Conferences



Conference	Delegates	Venue
Share the Vision – Bicentenary Conference of the Christian Brothers, the Presentation Brothers and Edmund Rice	3000	Royal Dublin Society
World Baton Twirling Championship	3000	University of Limerick
5th European Congress of Psychology	2000	UCD, Dublin
WAC 6 World Archaeology Conference	1800	University College Dublin
International Foster Care Association	1200	UCD, Dublin
9th World Harp Conference	1200	University College Dublin
International Grasslands Conference	1200	UCD, Dublin
International Conference on Synthetic Metals	1000	Trinity College Dublin
JEMS (Joint European Magnetic Symposia)	1000	Trinity College, Dublin
European Foster Care Association	800	UCC, Cork
International Biometric Society	800	University College Dublin
ESACT – European Society of Animal Cell Technology	800	City West Hotel
European Regional Science	600	UCD, Dublin
European Association of Psychotherapy	600	UCD, Dublin
International Symposium for 3rd Sector Research	500	Trinity, Dublin
5th World Congress on the International Fluency Association (IFA) Conference	500	Trinity College Dublin
British Association of Removers	500	Berkeley Court Hotel
52nd International Congress on Meat Science and Technology	500	University College Dublin
PLEA Passive and Low Energy Architecture Conference	500	University College Dublin
ICEVI International Council for the Education of people with Visual Impairment.	500	Trinity College, Dublin
9th World Congress on Environmental Health	450	Trinity College Dublin
17th International Symposium on the Photochemistry and Photophysics of Co-ordination Compounds (ISPPCC)	400	Trinity College Dublin
International Conference on Dietary Fibre	400	Berkeley Court, Dublin
The TERENA Conference	400	The University of Limerick
International Security and Management Association	400	Jury's Hotel, Dublin
ISF / International Symposium on Forecasting	400	Trinity, Dublin
9th Biennial SGA (IAEG-Geologists) Meeting	400	Trinity College Dublin
European Grid Networking Conference	400	University College Cork
International Human Resource Management (IHRM)	400	University of Limerick
School of Chemistry, ICSFS Conference	400	Trinity College Dublin
Child Minding Ireland	400	University College Cork

International Conferences



Conference	Delegates	Venue
IARIW / CSO (The International Association of Research of Income And Wealth)	350	University College Cork
Nuffield Conference	320	Belfast, Dublin, Kilkenny
ICOMOST 2004 'Cultural Heritage Management – Ireland and the New Europe'	300	Dublin Castle, Dublin
21st IGES and 3rd NAMS (Mining)	300	University College Dublin
International Research Society of Children's Literature	300	Trinity College Dublin
International Cancer Conference	300	Dublin Castle, Dublin
ISRCL Conference (International Society for the Reform of Criminal Law)	300	Dublin Castle, Dublin
Barnardos – Tomorrow's Child Conference	300	D4 Hotels
Irish Software Association	300	O'Reilly Hall, UCD
Barnardos 2001 International Forum for Child Welfare	250	University of Limerick
European Institute of Women's Health	250	Trinity, Dublin
World Canals Conference	250	Dublin Castle
5th Annual Symposium on Internet Gambling Law Management	250	Shelbourne hotel
The 6th International Cancer Conference 2008	250	Dublin Castle, Dublin
IFHE International Federation for Home Economics Conference	250	St Ursula's College, Sligo
CECDE (Centre for Early Childhood Development and Education)	200	Dublin Castle, Dublin
Stress Conference – Dublin County Stress Clinic	200	Leopardstown Pavilion Dublin
International Baroque Conference	200	Trinity, Dublin
Safex Conference	200	Jury's Hotel, Dublin
International Conference on Focusing	200	Fitzpatrick's Hotel, Clare
President of Vietnam – State Visit to UCD	200	University College Dublin
Europatat	150	Killarney, Co. Kerry
European Energy Conference 'Promoting a Sustainable Energy Culture in Europe'	150	Rochestown Park Hotel Cork
American Society of Industrial Standards	150	Jury's Hotel, Dublin
IUISC – Irish Universities' Information Systems Colloquium	150	Killarney, Co. Kerry
American Overseas Dietetic Association	150	The Alexander Hotel, Dub.
SAP Conference	150	Westbury Hotel, Dublin
IUISC – Irish Universities' Information Systems Colloquium	130	Kilkenny Ormonde Hotel
International Network of Accountants and Auditors	120	The Westbury, Dublin
Universitas 21	120	University College Dublin
Society of Chartered Surveyors	100	Kilkenny Ormonde Hotel

Medical Conferences



Conference	Deligates	Venue
10th International Conference on Negative Strand Viruses	600	Trinity, Dublin
4th Abdominal Compartment Syndrome Conference	500	Trinity College Dunlin
Society of General Microbiology	500	Trinity College, Dublin
11th International Conference on Human Retrovirology – HTLV and Related Viruses	400	Trinity, Dublin
International Paediatric Dentistry Conference	400	Trinity, Dublin
19th European Conference on Health Records	400	Trinity, Dublin
All Ireland Cancer Conference	400	Rochestown Park Hotel, Co. Cork
13th Annual European Neurofibromatosis Symposia	400	Gleneagle Hotel, Killarney
All Ireland Cancer Conference	400	Four Seasons Hotel
International Sports Medicine Conference	350	Trinity, Dublin
International Association of Orthoptists	300	Trinity, Dublin
European Association of Poison Centres and Clinical Toxicologists Beaumont Hospital	300	Trinity, Dublin
Multiple Sclerosis Association	300	West County Hotel, Co. Limerick
Influenza – The Next Pandemic' Meeting	300	University College Dublin
HIV in the New Millennium	300	University College Dublin
Hepatitis-C; a Hidden Pandemic	300	University College Dublin
Clinical Risk Management Conference	300	The Burlington, Dublin
International Cancer Conference, St. James Hospital	300	Shelbourne Hotel, Dublin
British Orthoptic Society	250	City Hall, Cardiff, Wales
Hospital Committee of the European Union (HOPE) 'Choice and Quality in Mental Health Care'	200	Dublin Castle
Surgical Infection Society Europe	200	University College Cork
6th International Cancer Coference	190	Dublin Castle
EFA - European Federation of Allergy and Airways Diseases Patients Associations	150	Trinity College, Dublin
Radiology Conference	100	St. James's Hospital, Dublin

Government Conferences

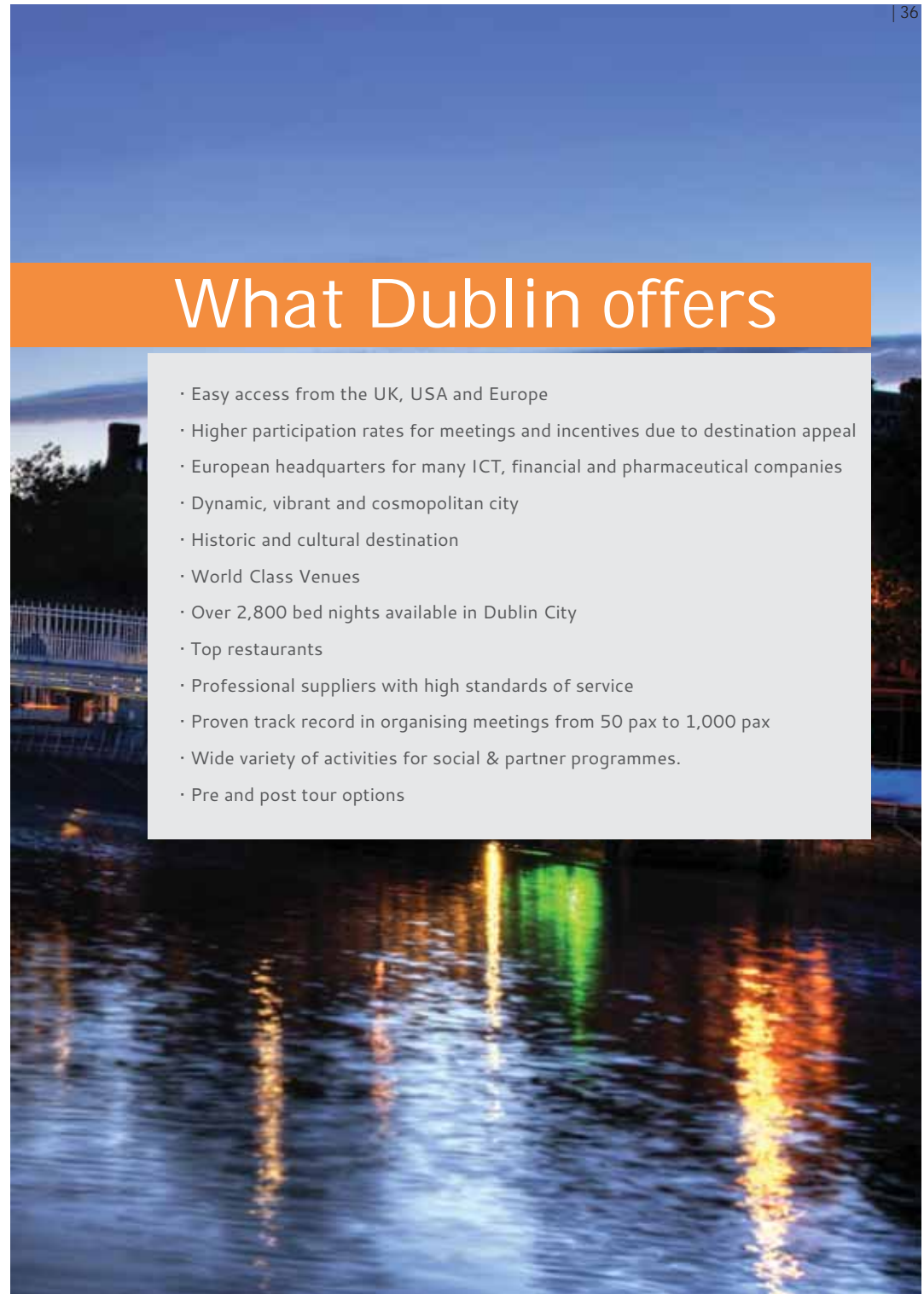


Conference	Deligates	Venue
Department of Justice, Equality and Law Reform – Childcare Conference	400	Killarney Great Southern Hotel, Killarney
Department of Social, Community and Family Affairs	300	Brandon Hotel, Tralee
Department of Health – Office of Tobacco Control	250	Dublin Castle
The Department of Arts, Heritage, and the Islands – World Canals	250	Dublin Castle
Department of Justice, Equality and Law Reform – The Internet Advisory Board	200	Radisson Hotel, Dublin
Higher Education Authority – HEAnet Conference	150	Tipperary Institute
The Department of Justice, Equality and Law Reform – Gender Pay Gap	150	Dublin Castle
Central Statistics Office – International Association of Research on Income and Wealth	200	University College Cork
Higher Education Authority – HEAnet Conference	120	Kilkenny Ormonde Hotel
Higher Education Authority – HEAnet Conference	120	Radisson Hotel, Limerick
EU Presidency Conference – Change is in the Air' Office of Tobacco Control	300	Radisson Hotel, Limerick
Department of Health and Children – Centre for Early Childhood Development and Education	250	Dublin Castle
The Heritage Council 'Built to Last'	150	Dublin Castle
The Heritage Office 'Dublin City Walls and Defenses'	150	Dublin Castle
Health Research Board 'Today's Health Research is Tomorrow's Healthcare'	200	Dublin Castle



What Dublin offers

- Easy access from the UK, USA and Europe
- Higher participation rates for meetings and incentives due to destination appeal
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- Historic and cultural destination
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- Over 2,800 bed nights available in Dublin City
- Top restaurants
- Professional suppliers with high standards of service
- Proven track record in organising meetings from 50 pax to 1,000 pax
- Wide variety of activities for social & partner programmes.
- Pre and post tour options



Our Door



...is open



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