Open Source Geospatial Foundation

Request for Proposals for Global FOSS4G 2024

Contents

Key Info

Conference Title	**FOSS4G 2024**
Conference Year	2024
Conference Region	Worldwide
Conference number	18
Authors	Till Adams, Steven Feldman, Michael Terner, Vasile Crǎciunescu, Msilikale Msilanga
Conference Committee Co-Chairs	Msilikale Msilanga (msilikalemsilanga@gmail.com), Vasile Crǎciunescu (vasile@geo-spatial.org)
Conference Development Mail List	conference_dev@lists.osgeo.org
Version date	2023-01-23
RfP Document repository	To be added

Key Dates

Request for Proposals released	2023-01-23
Stage 1	
Letters of Intent submitted to Conference Mailing List by 2400 GMT	2023-02-20
Period for questions to bidders	2023-02-20 to 2023-02-27
Conference Committee votes on Letters of Intent	2023-02-28 to 2023-03-06
Selected Letters of Intent are notified and requested to submit full proposals	2023-03-07
Stage 2	
Full Proposals submitted to Conference Mailing List by 2400 GMT	2023-04-09
Period for questions on proposals	2023-04-10 to 2023-04-17
Conference committee meeting to discuss Proposals	Approx 2023-04-18
Time for final clarifications	
Conference Committee voting ends at 2400 GMT	2023-04-25
Recommendation made to OSGeo Board but not published	2023-04-26
Selection of host city announced by Board of OSGeo	Approx 2023-04-30

All dates are in ISO-8601 format (YYYY-MM-DD) and GMT time

The Conference Committee reserves the right to adjust these dates and will notify any changes of dates on the Conference Mailing List.

Purpose

This document provides the background to the OSGeo Foundation's FOSS4G Conference and sets out the requirements and process for prospective bidders to host FOSS4G 2024.

Background

About Open Source Geospatial Foundation (OSGeo)

The Open Source Geospatial Foundation (http://www.osgeo.org) is a volunteer-run not-for-profit organization whose mission is to support and promote the collaborative development of open geospatial technologies and data. The Foundation provides financial, organizational, and legal support to the broader open source geospatial community. It also serves as an independent legal entity to which community members can contribute code, funding, and other resources, secure in the knowledge that their contributions will be maintained for public benefit. OSGeo also serves as an outreach and advocacy organization for the open source geospatial community and provides a common forum and shared infrastructure for improving cross-project collaboration. The Foundation's projects are all freely available and usable under OSI-certified open source licenses.

Conference History

The Global FOSS4G conference and its predecessors have been the annual OSGeo "meeting of the tribes" for Geospatial Open Source projects and communities. For a history of prior events see https://wiki.osgeo.org/wiki/FOSS4G and https://wiki.osgeo.org/wiki/Past_FOSS4G_Reports)

About FOSS4G

OSGeo aims for each year's Global FOSS4G to be **the** geospatial conference of the year. In line with OSGeo goals, this conference will promote open source geospatial technologies, data, and community.

Conference Attendance

Conference attendance has grown consistently over the last decade and the hope is that the next conference will continue this momentum. Historically, the majority of attendees (60-70%) come from within the region hosting the conference.

- European and North American events have recently attracted 950-1200 delegates[1]. Future events are hoped to attract 1000+ attendees

- Rest of World events have attracted 450-600 delegates, the exception was Dar Es Salaam with > 1000 delegates. Future event sizes are likely to be predominantly determined by the size of the local community.

- Due to the global COVID-19 pandemic situation, FOSS4G2020 in Calgary (https://2020.foss4g.org) was cancelled. Bidders interested to host the FOSS4G 2024 conference should take in consideration this new

---

[1]Some historic delegate information is at
https://docs.google.com/spreadsheets/d/1ux_hFg-C165140ZD48RRImPTHSpXj42OG3nBr9cyZYo/edit#gid=1782600951

threat when preparing the proposals. **Backup plans for a virtual event, instead a physical one, should be part of the proposals**.

Conference Structure

While the following conference components should be used as a guide, variations or alternatives may be proposed (especially in a hybrid/virtual setup). The conference structure has evolved over time and we welcome further innovation in future proposals. Previous FOSS4G conferences have had the following general components:

- **Two days of workshops**
  - o Attended by 200 to 300 people across all workshops, depending on facilities.
  - o Workshops are generally 3.5 - 4 hour instructional sessions, in a computer lab setting -
  - o Workshop sizes average 20-30 attendees per workshop
  - o We advise that labs should have good specification computers ready for workshops. In the past we had also good experience with "Bring Your Own", although there is still the risk that this may cause time loss because software has to be installed by delegates and individuals' machines may not be of adequate specification. You should indicate whether workshop computers will be provided.
  - o Workshop instructors provide software, data, and materials.
  - o Some conferences have provided free entry for workshop presenters while others have not, **you should clearly state what your policy will be**. We, the Conference Committee, recommend offering free entrance to workshop presenters, if possible.
  - o Catering (Usually coffee, water, and snacks. Lunch is preferred, but not required)
  - o Venue could be outside of main conference venue in order to reduce costs

- **Three days of the "main conference"**
  - o Attended by 500-1,200 people, depending on conference attendance.
  - o Opening and closing plenary sessions prepared to accommodate all attendees at the start and end.
  - o Sometimes additional plenary sessions at the start and/or end of conference days.
  - o Approximately six to eleven parallel tracks of presentations, with each presentation typically consisting of a 20-minute talk, 5 minutes of Q&A, and 5 minutes of transition time between presenters/rooms.
  - o Catering (usually coffee, water, and lunch are provided) and provisions for dietary restrictions and allergies.

- **An "academic track"** organized by an academic committee with paper selection and possibly a journal for publication of proceedings.

- **A code sprint**, held before, during and/or after the conference. Interested developers join together for day(s) of programming.
  - o Venue could be outside of the main conference venue in order to reduce costs.
  - o Consider some catering for the sprinters.

- **A Business to Business (B2B) event**, this is a new component which is growing in interest and does not have any specific format. The favoured timing for this event is to be held the night after the second workshop day.

- **Streaming and archiving all conference proceedings**
  - Most conferences have recorded all of the conference proceedings and archived the video to enable those not able to attend the conference to view plenaries and talks of interest. See http://video.foss4g.org
  - More recently conferences have offered live streaming which offers a remote participation option. This functionality is desired if the local infrastructure will support it.
  - You should clearly explain your plans for recording the conference and whether you will seek financial support from OSGeo (see Video below)

- **Social events**
  - An "ice breaker" event on the evening before or on the first day. Usually held in a large bar or restaurant, but could be in any venue that allows for easy mixing and mingling.
  - A "gala" event on the evening of the first or second day. Usually held in a "showcase" venue which ideally should be able to accommodate more than all participants.. Examples have included: an art museum, a castle, a harbor/ship cruise, a cultural restaurant and a giant marquee.
  - It is preferable that social events are included within the conference ticket price, if you propose to charge delegates for any of the social events in your proposal you **must** detail this in your proposal.
  - Offers of general places to meet (see pub-race for 2016 or 2019 for instance), especially when the hosting city is big, are welcome!

- **OSGeo Community events and activity**
  - The OSGeo Annual General Meeting. The AGM includes short presentations from local chapters, the board, and other speakers on the state of OSGeo. Held in a venue suitable for about 200 people and scheduled for 1-2 hours on one of the main conference days. No other programming should be scheduled during the AGM.
  - The Sol Katz Award, presented during the closing plenary session. The award is selected and presented by the Sol Katz committee, the conference organizers should include 15 minutes in the closing plenary schedule for the presentation.
  - Student awards are funded and selected by the OSGeo educational team, Geo4All or the Academic Track Committee. Allow 15 minutes in the program for these awards. You will need to appoint a member of your LOC to liaise with Geo4All.
  - Birds of Feather Sessions. Groups self-organize to discuss topics of common interest. Suggest times between the program, typically after presentations complete, but can also include breakfasts or dinners. Suggest locations such as lecture rooms or local pubs.
  - OSGeo Directors Face-to-Face Meeting. Typically, a 4 hour meeting is held before or after the conference, in a boardroom or meeting room within the conference venue or nearby.
  - Some events have run a Map Gallery or competition.

- o All event publicity and branding should make clear that OSGeo is the organisation behind the LOC.

    - ▪ Opening and closing sessions should make mention of OSGeo's role.

    - ▪ The opening keynote should have an OSGeo related topic (community, organization, some OSGeo project, open source geospatial software,...).

- **Exhibition** – an exhibition area for sponsors, usually close to beverage and catering services
    - o An exhibition space/booth of equivalent size and prominence/location to the highest level of sponsor should be provided for OSGeo at no cost

- **Commitment to Diversity and Inclusion.**

    OSGeo seeks to extend the diversity and inclusiveness of its activities. To further this objective, proposals should:

    - o Confirm that the OSGeo Code of Conduct http://www.osgeo.org/code_of_conduct/ will be considered the start of a framework Code of Conduct for FOSS4G with appropriate additions based on the local environment agreed with the OSGeo Board or delegated committee.

    - o Confirm a commitment to support the widening of access for all at FOSS4G through both the Travel Grant Program and within the program controlled by the proposed LOC.

    - o Confirm a commitment to achieving a gender and race balanced plenary program.

    - o Comment on alignment of OSGeo's code of conduct with local laws and customs in relation to measures such as the Human Freedom Index: https://www.cato.org/human-freedom-index.

- **Miscellaneous**

    - o Please plan your conference as a green event - this means no disposable dishes or cups, offer alternative ways of travel beside airplanes (if possible).

    - o We strongly advise to have the name of the delegates on both sides of the conference badge.

Core elements of the event (main conference with parallel tracks, workshops, code sprint, academic track) are expected to be proposed in the normal/physical conference scenario, without extreme social distancing rules. However, while keeping the event spirit, it is up to the bidder to propose and justify alternative types of conference building blocks in case of an event organised under strict social distancing rules, as hybrid event or as a virtual one.

More Conference Information

Prospective bidders are advised to review the following before submitting Letters of Intent or Proposals:

- The FOSS4G Handbook at https://wiki.osgeo.org/wiki/FOSS4G_Handbook;

- The OSGeo Conference Committee wiki at https://wiki.osgeo.org/wiki/Conference_Committee;

- The OSGeo Conference mailing list at https://lists.osgeo.org/mailman/listinfo/conference_devhttp:/lists.osgeo.org/mailman/listinfo/conference_dev (you must subscribe to be able to post to the list);

- The OSGeo Conference Resources wiki at https://wiki.osgeo.org/wiki/Conference_Resources;

- The OSGeo Conference Resources mailing list at
  https://lists.osgeo.org/mailman/listinfo/conference-resources (you must subscribe to be able to post to the list);

- Reports of past conferences https://wiki.osgeo.org/wiki/Past_FOSS4G_Reports;

- Prior FOSS4G Lessons Learned: https://wiki.osgeo.org/wiki/Category:FOSS4GLessonsLearned;

- Conference web sites in the format yyyy.foss4g.org e.g. https://2023.foss4g.org

- Document repository. Includes past bids, program books, sponsorship prospectuses, logo files, etc. https://svn.osgeo.org/osgeo/foss4g.

Support by OSGeo

It is anticipated that the conference effort will be split into a local organizing committee (LOC) responsible for all work on venues, with the OSGeo Conference committee providing support, advice and access to past Chairs.

It is considered advantageous if key members of the LOC have demonstrated commitment and experience, such as shown by running a successful local or regional FOSS4G event. Ultimately the success of the event depends on a strong LOC that has a clear vision of the event they wish to build and the range of skills and time availability to pull everything together.

Most conferences are assisted by a professional conference organizer (PCO), this is up to the discretion of the LOC.

A FOSS4G is run by a LOC on behalf of OSGeo. You will need a legal organization (OSGeo Chapter, PCO etc) to contract with the venue and other suppliers.

Recently, OSGeo started a new group called Conference Resources to assist the LOC with practical problems regarding the conference organization. Some of the topic addressed by the Conference Resources are:

- Support using Pretalx if the LOC choose to use it;
- Support for the online platform (Venueless) and streaming options;
- Support to find sponsors; maintaining and sharing the list of contact of previous sponsor;
- Support for travel grant;
- Support for website and app for schedule.

You can find more about the group on the dedicated wiki page https://wiki.osgeo.org/wiki/Conference_Resources.

Funding by OSGeo and distribution of surplus

Up to now, nearly all FOSS4G events delivered a surplus over costs, although, especially for the "other regions" a balanced budget is acceptable.

If there is any surplus, OSGeo expects the majority of this surplus to be donated to OSGeo. Please state clearly what you plan to do with eventual surplus.

Seed Funding

OSGeo can offer seed funding (an advance to cover start-up expenses and deposits before revenues are received) and an additional guarantee to cover losses (up to an agreed limit) in the event of unexpected events (subject to approval of budgets and regular financial updates to an OSGeo board representative). The LOC must explain what level of financial support it is requesting and how it will limit its financial exposure in all circumstances to the level of funding and guarantee agreed with OSGeo.

If OSGeo provides seed funding and guarantees, it is expected that in the region of 85% of any surplus generated will be donated to OSGeo (a lower percentage will be considered for events hosted in Lower or Middle Income economies). OSGeo will provide a financial supervisor who must be consulted on all major financial decisions. For more information see https://wiki.osgeo.org/wiki/FOSS4G_Handbook#Finances

If a LOC does not require seed funding or guarantees from OSGeo, they will be expected to donate at least 50% of the surplus after costs to OSGeo. Please note that in this situation OSGeo cannot provide additional guarantee to cover losses. Bidders must clearly acknowledge in the proposal that seed money and guarantees from OSGeo are not required.

Travel Grant

OSGeo will provide a grant of $10,000 minimum towards a Travel Grant Programme (see https://www.osgeo.org/initiatives/foss4g-travel-grant-program/), the LOC are expected to raise at least an equivalent amount of funding through sponsorship, donations at registration or other means. There is much experience inside the Conference Committee for running a TGP, please ask for support.

Video

OSGeo may provide loan funding towards the cost of recording the conference proceedings. If there is surplus from the conference, OSGeo requires this funding to be repaid in full to OSGeo before any calculation and distribution of the conference surplus.

Application Process

Conference Region

The OSGeo conference committee has decided to solicit proposals from specific regions each year. The sequence is:

- 2016 - Europe ~ Bonn, Germany
- 2017 - North America ~ Boston, USA
- 2018 - Other Regions ~ Dar es Salaam, Tanzania
- 2019 - Europe ~ Bucharest, Romania
- 2020 - North America ~ Calgary, Canada (canceled)
- 2021 - Other Regions ~ Buenos Aires, Argentina
- 2022 - Europe ~ Florence, Italy
- 2023 - Europe ~ Prizren, Kosovo
- 2024 - *Other Regions / North America*

Stage 1: Letter of Intent

"Letters of Intent" will be accepted from potential Local Organizing Committees (LOC) from countries all around the globe.

Dates

The timeline of the LoI and Proposal process and all deadlines are detailed in the section above.

Requirements

"Letters of Intent" are limited to a maximum of three pages, and should answer the following questions:

OSGeo

1. Who is your conference chair?
2. Who is on your local organizing committee (LOC)?
3. What is the experience of your committee members with similar events?
4. What is your proposed venue? (include access to Internet, room sizes, maximum attendees)
5. What are your provisional dates for the conference?
6. Early thoughts on prices of conference attendance? (indicative estimates)
7. What is the price range and general location of your proposed accommodations? (hotels)
8. Are you partnering with other organizations? (e.g. local entities or other events like HOT OSM Summit)
9. What makes FOSS4G in your proposed location and with your team compelling?
10. What are your COVID-19 safety plans? What will you do if travel is significantly restricted in 2024? What is your financial strategy to make the event sustainable in this complex situation?

Submission and Due Date

Letters of Intent should be submitted in PDF format to the Conference Mailing List (see above).

The deadline for submission is detailed above.

Committee Question Period

A period between the Letter of Intent closing date and the Stage 1 decision date will be used by the committee to ask for further information regarding the potential bids (see above). Questions will be asked on the Conference Mailing List. List participants may also ask questions.

At least one member of the LOC being on that list (in the past it has usually been the chair) and able to respond quickly.

Committee Decision

"Letters of Intent" will be accepted from potential Local Organizing Committees (LOC) from all over the world. However, for 2024, proposals from North America can get a higher preference (in case of a tie for instance).

Regardless whether one or more letter(s) of intent are received, the Conference Committee members will vote. The vote procedure for 2024 is as follows: Every member of CC votes on every LoI. LoI's that receive more than 50% of "thumbs up"-votes will pass stage 1.

Selected letters will be invited to prepare a full bid based on the usual RFP process.

A proposal outlining budget, potential sponsors, LOC members, and venue costs will be required, even if only one letter is received.

Based on experiences from the past years, we would like to stress the following tasks:

● OSGeo anticipates a Travel Grant program. There is a budget from OSGeo, but we expect the bidder to further collect money for TGP and to offer free or at least reduced passes for grantees.
● The bid should stress the alignment with OSGeo values as given in OSGeo's CoC and contain hints on a conference CoC

The committee reserves the right to extend the selection deadline and solicit additional proposals at its discretion.

Stage 2: Bid Submission

Once your Letter of Intent has been accepted you must then submit a full proposal, as outlined next. If only one letter is received in Stage 1, a full proposal is still required.

You are advised to read one or two successful Proposals from previous FOSS4G selection processes, see https://wiki.osgeo.org/wiki/Conference_Committee

Key elements for inclusion in your proposal

Your proposal should not exceed 50 pages including images, graphics and appendices. The conference Committee are seeking clear information that assists us in choosing between proposals, **there is no need to invest time or resources or money in elaborate design**.

In order to make proposals comparable, **your proposal must have the following sections in this order.**

1. Your reasons for hosting the conference, and your goals for FOSS4G.
    (a) How will your conference succeed financially (making a profit)?
    (b) How will your conference succeed socially (giving people the unstructured space and time to meet and engage with one another)?
    (c) How will your conference provide open source education (providing good training opportunities to new users)?
    (d) How will your conference promote open source geospatial software (bringing new organizations into the open source community)?
    (e) How will your conference promote inclusivity (welcoming a diverse community, students and those from lower income countries)?

2. The hosting location.
    (a) What city will the conference be in, what is interesting about it?
    (b) Are there any legal or cultural restrictions to attending the conference? (VISA, unsafe environment, religious restrictions, can a woman travel alone, cultural specifics, LGBTQi+ laws,...)
    (c) What venue will the conference be in, what are the number of rooms available, seating, and associated pricing?
    (d) Available workshop facilities, number of rooms, computers per room, pricing, strategy for providing workshop facilities.
    (e) Available rooms for additional small business meetings.
    (f) What accommodations are available? Where are they relative to the venue? Pricing? Quantity?
    (g) What is the maximum size your venue could entertain? The minimum?
    (h) How accessible is your venue? (wheelchair, blindness,...)
    (i) Will your venue have childcare facilities? With what requirements? (extra cost, age of children, schedule,...)
    (j) Will the conference have translation services? (optional)

3. The hosting organization and local community.
    (a) Supporting local organizations (companies, universities, user groups) and individuals that would be involved in the local conference committee, and a sense of their level of commitment.
    (b) Local organizing committee.
    (c) Local open source development and implementation activity, interest and enthusiasm for open source geospatial in your region.
    (d) How do you plan to manage/organize work and relations with OSGeo (especially with the board and conference committees)?

4. COVID-19 considerations.

At the launch of RfP, it's not clear what the COVID-19 situation will be in 2024 in the world. All bidders must take this into consideration and provide insights on how the participants safety will be addressed and clearly announce the legal constraints for attendees if any (e.g. green card/pass for vaccinated persons, PCR tests, etc).

(a) Provide a backup plan to organize FOSS4G 2024 as a virtual event or as a hybrid one.

(b) Indicate a milestone (number of months before the event) when a decision regarding the type of event should be publicly announced (physical/virtual/hybrid).

(c) Assess the financial and organizational impact of going with a virtual/hybrid event instead a traditional one;

(d) In case of a physical event, present your strategies to encourage behaviours that reduce the spread of COVID-19 among staff and attendees. A non-exclusive list of possible measures is presented below:

- Advise staff and attendees to test for COVID-19 before the event;
- Require frequent handwashing and usage of hand sanitizer;
- Require the use of face masks;
- Conduct daily health checks (e.g., temperature screening and/or symptom checking) for staff and participants;
- Post signs with warnings in highly visible locations;
- Include messages (for example, videos) about behaviors that prevent spread of COVID-19 when communicating with the potential and registered participants;
- Discourage people from sharing items that are difficult to clean, sanitize, or disinfect;
- Develop a schedule for increased, routine cleaning and disinfection of venue and objects used by staff and participants;
- Limit attendance or seating capacity to allow for social distancing, or host smaller events in larger rooms;
- Use multiple entrances and exits and discourage crowded waiting areas;
- Block off rows or sections of seating in order to space people at least 2 meters apart;
- Other measures.

5. The budget.

(a) What is your budget? Expenses for venue, food, marketing, audio-visual, network access, video streaming and/or recording etc

(b) What is your expected attendance? Why? Where do you think delegates will come from?

(c) What is your expected sponsorship? Why? Do you have local potential sponsors already identified? At what levels?

(d) Delegate fees for the conference, workshop and any social activities not included in the main conference fee. We encourage you to consider innovative pricing plans that support inclusion of economically disadvantaged groups.

(e) You should include details of any grants or subsidized rates that you will offer which will be funded from within your budget (note that you will be expected to part finance and run a Travel Grant Programme with support from the Conference Committee)

(f) Estimate of any seed funding and/or guarantee required

(g) The level of surplus forecast at different levels of attendance and the proportion that will be donated to OSGeo (see Funding by OSGeo and distribution of surplus)

(h) Present your solutions to avoid financial losses in case of unforeseen situations (e.g. event insurances, specific contract clauses that allow cancellations at no cost/low cost, etc.)

Include a high level budget summary within your proposal and also provide a separate detailed budget as detailed in the section below.

6. The program (see above)
  (a) Provide a high-level view of the program, indicating number of tracks, size of tracks, workshops, size of workshops, and other features of your program. Indicate the number of presentations, posters, and workshops you expect to accept.
  (b) What social events will be part of the schedule?
  (c) What dates do you expect to run the conference? Are they adjustable?
  (d) Provide a list of local/regional/international conferences around the selected date that are viewed as competition or collaboration.

The Conference Committee welcomes innovation in the structure and content of the conference program.

6. Other
  (a) Other relevant details (ie. do you plan to use a professional conference organizing service, and approximate cost).

Budget

A budget template is available to download from the RfP Document Repository (see Key Info above).

You must include a budget with your submission. You may provide more detailed information than the minimum set out within the template. You must also provide a risk assessment including cancellation costs in the last 3 months.

Please provide your budget in US dollars and confirm the date of any currency rate assumption.

Other considerations

Timing

Past FOSS4G conferences have been held during the Late-August-September-Early October period and some continuity is desirable. Although the conferences since 2016 have been around the end of August, we recommend you consider later dates, if possible. However, other dates are possible for serious reasons and as long as you give yourself enough time to attract sponsors. Please propose a date for the conference, as well as the reasoning for your date selection (keeping in mind public holidays, regional vacation periods and related conference conflicts or synergies).

Conference Naming

The conference name will be "FOSS4G <city name> <year> hosted by OSGeo". Other variants of the name may be considered, for translation purposes.

Conference Logo

For continuity, the conference logo used must contain a variation of the FOSS4G "ribbon". You can view how past organizing committees used the ribbon in their design at www.foss4g.org

OSGeo Code of Conduct (CoC)

Like all OSGeo activities, FOSS4G is subject to the OSGeo Code of Conduct (CoC), http://www.osgeo.org/code_of_conduct. The LOC is responsible for making the CoC a visible part of FOSS4G, as well as handling any CoC-related concerns related to the event.

Socializing

Please have in mind that FOSS4G is also a gathering of people, many of whom only meet once a year. Hints on places (restaurants, pubs, bars, etc.) where people can meet during the conference days are highly encouraged!

Evaluation Criteria

The responses will be evaluated by the conference committee and a recommendation made for selection to the OSGeo board.

Criteria affecting selection will include:

- A sense of local capabilities (number of volunteers, committee members, experience, commitment, understanding of details) to pull off the conference.
- Suitability of the proposed facilities for hosting a conference.
- Ability to host several hands-on workshops.
- Size of conference that could be hosted?
  - Up to 1000 and more in North America.
- Availability of a variety and suitable quantity of accommodation (some inexpensive accommodation is also desirable).
  - All accommodation should have minimal security requirements. Eg. If delegates have to share a hostel room, there should be a storage locker.
- Reasonable transportation to and around the conference venue.
- Cost for attendees
  - We hope to keep the cost per participant under $650 USD for the conference (plus workshops).
  - We would welcome innovative approaches that can offer more affordable options to delegates. These might include differential pricing, alternative venues, reduced catering costs, changing dates or excluding the cost (or part of the cost) of social events.
  - Note: please include all prices in USD in your proposal, and please specify a currency date in your proposal (e.g. USD 2015-07-01).
- Provision of streaming (optional)
- Video recording and archiving (expected)
- Interesting meeting locale.
- Involvement by the various sector types (local committees should include private and public sector interests).
- Clarity on financial responsibility
  - A sense of the reliability and plausibility of budget estimates provided
  - Does the conference require seed funding and/or a guarantee from OSGeo?
  - The level of surplus to be returned to OSGeo
  - Does the conservative budget estimate result in a reasonable profit.

Submission and Due Date

Your proposal should be submitted in PDF format only to the Conference Mailing List (see above).

If there are any sensitive attachments or appendices to your proposal (e.g. detailed budget) that you would prefer not to be made public please mail these to the Conference Chair (see above). These will be circulated privately to conference committee members and will not be posted to the mailing list

The deadline for submission is detailed above.

Committee Question Period

A period between the submission closing date and the decision date will be used by the committee to ask for further information regarding proposals; the question period is detailed in above. Questions will be asked on the Conference Mail List. List participants may also ask questions.

We expect at least one member of the LOC being on that list (in the past it has usually been the chair) and able to respond quickly.

Following the question period, the conference committee will convene a call to discuss the proposals and some further questions may follow this call before the committee votes.

Committee Decision Method

The OSGeo conference committee members will have a first and second vote for proposals. 1st votes will be counted, if there is a tied result, second choice votes will be added to first choice votes for the tied bids from the first round only. In the event that there is still a tie the result will be determined by a published random process (see the FOSS4G Handbook for details).

The evaluation criteria have no fixed weighting and are used as a general guide.

Committee Decision

Members of the OSGeo conference committee will vote after the question period ends to select the best proposal based on the evaluation criteria. Exact voting results will not be released. The conference committee will then propose the location to the OSGeo Board, who must formally approve of the decision.

The date of the final decision is detailed in above.

Committee Discretion

The Conference Committee may vary this RfP process at its discretion. Any material variation will be dependent upon a majority private vote of the Conference Committee and a quorum of at least 5 members.

Post decision

Complete Seed Funding and/or Guarantee Agreement

If a bidder has indicated that they wish to receive seed funding or a partial guarantee from OSGeo, the Conference Committee will draft a Finance Advance Agreement (based on those previously used e.g. https://svn.osgeo.org/osgeo/foss4g/2016/budget_planning/osgeo-local-committee-advance-agreement.odt) for signature by the board and the LOC or their PCO. This agreement is a mandatory post decision step.