Request for Technical and Financial Sponsorship from IEEE GRSS

1) Technical Co-Sponsorship
2) $25,000 Repayable Loan
MicroRad 2014

Location: Pasadena, CA
Dates: March 24 – 27, 2014
Venue: Cal Tech

Organizing Committee
- General Chair: Shannon Brown
- Technical Committee: Dave Kunkee
- Website Master: Sidharth Misra
- Social: Boon Lim, Andreas Colliander
- Local arrangements: Sharmila Padmanabhan
- Publicity: Alan Tanner
- Sponsorship: Todd Gaier
MicroRad 2014

Tentative Schedule

July 1, 2013: Website open for submissions
October 14, 2013: Abstracts Due
December 16, 2013: Notification of acceptance
January 6, 2014: Registration Open
January 27, 2014: student Grant Applications Due
February 24, 2014: Early Registration Deadline
April 14, 2014: Proceedings Papers Due
March 24-27, 2014 Meeting Dates
June 1, 2014: Final Proceedings Issued
August 1, 2014: JSTARS Special Issue Papers Due
September 2015: JSTARS Special Issue Published
Tentative Technical Program Plan

- Limitations on invited sessions and papers
  - Exception: Opening session with 3-5 invited non-earth science radiometer papers (e.g. CMB, planetary, astrophysics)

- Interactive sessions integrated into program
  - 08:20 – 10:00 - Oral session 1 (5 papers)
  - 10:00 – 10:20 - Break
  - 10:20 – 12:00 - Oral session 2 (5 papers)
  - 12:00 – 13:20 - Lunch
  - 13:20 – 14:00 - Oral session 3 (3 papers)
  - 14:00 – 15:20 - Interactive session
  - 15:20 – 17:00 - Oral session 4 (5 papers)
  - 17:00 – 19:00 - Social events
Preliminary Social Program

Monday: Reception/Icebreaker
   – Outside on lawn near Dabney Hall. Wine & charcuterie.

Tuesday: Tastes of Pasadena

Wednesday: Banquet
   – Athenaeum

Friday after the conference: JPL tour
   – Bus service
## MicroRad 2014

### Preliminary Budget

#### Key Assumptions
- 125 Attendees at $450
- $10K for 7 travel grants
- CMS Support for registration and technical program
- Repayment of GRSS Loan ($25K)
- Computer/Poster Board/ rentals

### MicroRad 2010 Budget (vers2)

<table>
<thead>
<tr>
<th>Income(1)</th>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Registration Fees</td>
<td>125 attendees</td>
<td>$375</td>
<td>$46,875</td>
</tr>
<tr>
<td>Social Events</td>
<td>Banquet</td>
<td>35 attendees</td>
<td>$80/person</td>
</tr>
<tr>
<td>Grants</td>
<td>NASA, ONR, NOAA</td>
<td>150,000</td>
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</tr>
<tr>
<td>GRS Loan</td>
<td></td>
<td>25,000</td>
<td></td>
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<tr>
<td>GRS Grant</td>
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<tr>
<td>Total Income</td>
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<td>$89,675</td>
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<table>
<thead>
<tr>
<th>Expenses</th>
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</thead>
<tbody>
<tr>
<td>Hotel Food &amp; Beverage</td>
<td>Coffee &amp; Pastry (Morning) Coffee &amp; Sodas (afternoon)</td>
<td>$12,000</td>
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<tr>
<td>Hotel Meeting Rms CMS Management Services(2)</td>
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<tr>
<td>Registration Supplies</td>
<td>Pads, pens etc</td>
<td>$500</td>
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<tr>
<td>Credit Card Fees</td>
<td>$60,000</td>
<td>0.03</td>
<td>$1,800</td>
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<tr>
<td>Registration Services Printing</td>
<td>2 CMS people</td>
<td>$275 per day</td>
<td>4 days</td>
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<tr>
<td>1st Announcement</td>
<td>1000 copies</td>
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<td>2nd Announcement</td>
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<tr>
<td>Final Program</td>
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<tr>
<td>Tickets &amp; Badges</td>
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<td>Total Printing</td>
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<td>Mailing Costs(??) CD's</td>
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<td>Papers</td>
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<td>200 copies</td>
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<tr>
<td>AV Equipment</td>
<td>Projector + microphones</td>
<td>4410</td>
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<tr>
<td>Computer Rentals</td>
<td>2 for registration + 2 for Internet café</td>
<td>1000</td>
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<tr>
<td>Rental of Poster Boards</td>
<td>20 two sided boards for 2 poster sessions</td>
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<tr>
<td>Giveaways</td>
<td>100 bags</td>
<td>$20 per bag</td>
<td>2500</td>
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<tr>
<td>Awards Best Paper &amp; Posters</td>
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<td>$1,000</td>
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<tr>
<td>Student Travel Grants</td>
<td>10 grants</td>
<td>$1500 per student</td>
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<td>Banquet</td>
<td>35 attendees</td>
<td>$80</td>
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<td>Repay GRS Loan</td>
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<td>Total Expenses</td>
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<td>$88,760</td>
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</table>

(1) Income based on 200 abstracts submitted. After review 150 are chosen. Eighty (80) of these are presented papers and 70 are posters to be presented in two poster sessions.

(2) CMS will provide website construction & management, collect of registration fees via website, provide website support for review of abstracts, management of pre-planned tours, management of banquet expenses, manning the registration desk.
## Preliminary Budget Summary

### Income
- Registration: $56,250
- Grants: $10,000
- Ticket Sales (Banquet+Social Events): $3,600

**Total**: $69,850

### Expenses
- Meeting Venue: $7,400
- Management (CMS+Travel+C.Card Proc.): $18,000
- Shipping+Supplies+Printing: $5,000
- Banquet: $4,000
- Other (A/V+Poster Boards+Signage+Est. Audit Fee): $5,000
- Attendee Gifts: $1,500
- Travel Grants + Awards: $10,000

**Total**: $50,900

### Surplus
- $18,950
Progress to date

- Preliminary discussions held with CMS
  - CMS is ready to support Microrad 2014 team
- JPL and Cal Tech venues planned/held for relevant meeting dates
- Moving forward with Web page design and implementation
MicroRad 2014 Venue

• Meeting will be held at Cal Tech
• Cal Tech staff will provide A/V support
• Meeting room secured (seats up to 300)
Interactive Session Location/Social

- Poster session will be in Dabney Hall, just across from the meeting room.
- The ice breaker will also be hosted there.
- Poster session will be held inside Dabney Hall, but there is the option to move the posters outside into the garden during the evening reception/ice breaker.