

From: [Kerman, Sara J. \(Fed\)](#)
To: [Moody, Dustin \(Fed\)](#); [Chen, Lily \(Fed\)](#); [Liu, Yi-Kai \(Fed\)](#)
Subject: Comp Registrations RE: 2018 PCQ Attendees and Hotels
Date: Wednesday, August 31, 2016 4:04:00 PM

Yes, one author/speaker per submission was provided a complimentary registration. FYI - We also provided comp codes to NIST participants (so they were included in the total comp count).

Sara

-----Original Message-----

From: Moody, Dustin (Fed)
Sent: Wednesday, August 31, 2016 11:46 AM
To: Chen, Lily (Fed) <lily.chen@nist.gov>; Kerman, Sara J. (Fed) <sara.kerman@nist.gov>; Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov>
Subject: RE: 2018 PCQ Attendees and Hotels

I agree that 150 should be okay.

As for the tiered registrations, at the SHA workshops, did presenters get complimentary registration?

Dustin

-----Original Message-----

From: Chen, Lily (Fed)
Sent: Wednesday, August 31, 2016 11:21 AM
To: Kerman, Sara J. (Fed) <sara.kerman@nist.gov>; Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov>; Moody, Dustin (Fed) <dustin.moody@nist.gov>
Subject: RE: 2018 PCQ Attendees and Hotels

Hi, Sara:

Thank for explaining the reason to get a closer prediction. I would like us not to be burdened too much at this time. Let's set 150, unless 150 and 200 will make the rental double. If there is a gap, we will make up the difference. Even though this is for budget of FY 18, I think we should be able to do it.

Lily

-----Original Message-----

From: Kerman, Sara J. (Fed)
Sent: Wednesday, August 31, 2016 11:07 AM
To: Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov>; Chen, Lily (Fed) <lily.chen@nist.gov>; Moody, Dustin (Fed) <dustin.moody@nist.gov>
Subject: RE: 2018 PCQ Attendees and Hotels

We need to sign a contract with the hotel in order to hold the space. In that contract is a commitment of how much food & beverage revenue will come in, which is better to be low (even though it raises the room rental costs).

Final numbers for breaks and lunches won't be provided to the hotel until 7-10 days out from the meeting. If those numbers are way under what we committed to, we (our contractor) will need to make up the difference. If our numbers are way over, then the hotel has more income than they expected.

As we start budget planning we should discuss if we want tiered registration fees:

early/late registrations
student fees
complimentary registrations

Sara

-----Original Message-----

From: Liu, Yi-Kai (Fed)
Sent: Wednesday, August 31, 2016 11:00 AM
To: Chen, Lily (Fed) <lily.chen@nist.gov>; Moody, Dustin (Fed) <dustin.moody@nist.gov>; Kerman, Sara J. (Fed) <sara.kerman@nist.gov>
Subject: Re: 2018 PCQ Attendees and Hotels

Can we tell the hotel that the number of attendees is hard to predict, but we will have a better idea after people start registering for the conference? (Perhaps we could have a lower registration fee for people who register early, say 2 months before the conference? Then, at that time we can give the hotel an estimate of the number of attendees?)

Cheers,

--Yi-Kai

From: Chen, Lily (Fed)
Sent: Wednesday, August 31, 2016 9:34:31 AM
To: Moody, Dustin (Fed); Kerman, Sara J. (Fed)
Cc: Liu, Yi-Kai (Fed)
Subject: RE: 2018 PCQ Attendees and Hotels

Hi, Dustin:

This is really hard to predict. I think it is safe to predict 150.

Lily

From: Moody, Dustin (Fed)
Sent: Wednesday, August 31, 2016 9:08 AM
To: Kerman, Sara J. (Fed) <sara.kerman@nist.gov>
Cc: Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov>; Chen, Lily (Fed) <lily.chen@nist.gov>
Subject: RE: 2018 PCQ Attendees and Hotels

Sara,

Thanks – that helps me understand it better to estimate on the lower side. With that said, maybe it’s safest to do 150 or 175.

Lily/Yi-Kai, what do you think?

Dustin

From: Kerman, Sara J. (Fed)
Sent: Wednesday, August 31, 2016 9:03 AM
To: Moody, Dustin (Fed) <dustin.moody@nist.gov<<mailto:dustin.moody@nist.gov>>>
Cc: Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov<<mailto:yi-kai.liu@nist.gov>>>; Chen, Lily (Fed) <lily.chen@nist.gov<<mailto:lily.chen@nist.gov>>>
Subject: RE: 2018 PCQ Attendees and Hotels

Dustin,

It’s better to guess on the lower, safer side – especially when dealing with a hotel. If we guarantee to reach a food and beverage minimum based on 250 guests and only 150 show up, we will not reach that minimum – BUT – we

will still have to pay for the difference. On the flip side, if we estimate the lower F&B minimum and additional people show up – hotel wins!! ☺ And unfortunately, the hotel contracts are going to be signed way out from the meeting (I'm thinking this fall). Maria said they are very anxious to have our group, but if someone else comes in ready to sign a contract for our dates, the hotel will sign the other group.

Do you feel comfortable with a 200 estimate? Or should we go 150 or 175?

Sara

From: Moody, Dustin (Fed)
Sent: Wednesday, August 31, 2016 8:47 AM
To: Kerman, Sara J. (Fed) <sara.kerman@nist.gov<<mailto:sara.kerman@nist.gov>>>
Cc: Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov<<mailto:yi-kai.liu@nist.gov>>>; Chen, Lily (Fed) <lily.chen@nist.gov<<mailto:lily.chen@nist.gov>>>
Subject: RE: 2018 PCQ Attendees and Hotels

Sara,

I am not sure how to accurately predict the attendance. The PQC field has been growing every year, as evidenced by the attendance at the PQCrypto workshops. The past one had over 230 registered, with 150 of those people from outside of Asia (it was held in Japan). So 300 seems like a good number for PQCrypto. I don't know how to translate that into attendance at our workshop. I'd think we could reasonably guess 200ish. Daniel estimates 250. What would the differences be in planning for 250 or 150? Is it best to plan for a big number? Or does it mess things up if attendance is much lower?

Either hotel seems fine with me. If Maria thinks the one is better, I have no problem with that.

Dustin

From: Kerman, Sara J. (Fed)
Sent: Tuesday, August 30, 2016 2:45 PM
To: Moody, Dustin (Fed) <dustin.moody@nist.gov<<mailto:dustin.moody@nist.gov>>>
Cc: Liu, Yi-Kai (Fed) <yi-kai.liu@nist.gov<<mailto:yi-kai.liu@nist.gov>>>; Chen, Lily (Fed) <lily.chen@nist.gov<<mailto:lily.chen@nist.gov>>>
Subject: 2018 PCQ Attendees and Hotels

Dustin,

We had a great conversation with Maria regarding potential hotels for the 2018 PQC Workshop. One of the main items to clarify is the attendance numbers. I was thinking we were anticipating 100-150 at our portion of the meeting. PQCrypto is expecting 300. I went back and looked at SHA-3 numbers, and our two largest attended meetings were in 2006 (Crypto) @ 165 and 2009 (Belgium) @ 200. Otherwise, we were around 120 at most meetings.

What are your thoughts? Do you think many of the PQCrypto folks will stay over to our meeting? I know they are conveniently located together, but since we will have two different fees (for the two meetings) some may choose not to pay two fees.

Based on Maria's visits, she really thought the Pier Sixty Six was ideal. Nice, modern hotel. Food was very good. Meeting room location is slightly separated from hotel so it's mainly just attendees in the meeting room area. As of her first visit, they will honor the govt per diem for sleeping rooms.

The Bahia Mar is a little older and is scheduled to be undergoing renovations that could last into our meeting timeframe. The meeting rooms were very nice, the food wasn't as good as Pier 66. They will also honor govt per diem for sleeping rooms.

Thanks,

Sara