

From: [Kerman, Sara J. \(Fed\)](#)
To: [Moody, Dustin \(Fed\)](#)
Cc: [Liu, Yi-Kai \(Fed\)](#); [Chen, Lily \(Fed\)](#)
Subject: RE: PQC Budget Numbers
Date: Tuesday, November 1, 2016 9:22:45 AM

The name has actually changed, but it's the **Public and Business Affairs** office (which is the umbrella org for the conference program office). They charge a per person fee for conferences they are involved in.

Sara

From: Moody, Dustin (Fed)
Sent: Tuesday, November 01, 2016 9:21 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: PQC Budget Numbers

Sara,

Yes, I think it would be a nice idea to give students a slightly lower fee (Lily/Yi-Kai please chime in). Thanks for continuing to work on this. The registration fees look good to me. What is the PBA fee again?

Dustin

From: Kerman, Sara J. (Fed)
Sent: Tuesday, November 1, 2016 8:55:08 AM
To: Moody, Dustin (Fed)
Cc: Liu, Yi-Kai (Fed); Chen, Lily (Fed)
Subject: PQC Budget Numbers

Dustin,

Mary Lou and I have been running some numbers for a draft budget.

\$260-275 (includes 25 comps and the \$35/pp PBA fee is rolled into the registration fee)

\$190-200 (includes 25 comps and the division pays the \$35/pp PBA fee)

Again – these are draft numbers that will need to go through FBC. Do you want to include a slightly lower fee for students? We did offer that at all but the last SHA-3 conferences.

Sara

From: Chen, Lily (Fed)
Sent: Thursday, October 20, 2016 3:54 PM
To: Liu, Yi-Kai (Fed); Moody, Dustin (Fed)
Subject: Re: 2018 meetings -> Pier 66?

I agree with Dustin and Yi-Kai. For most of the attendees, their organizations may be happy to pay the registration. Compared with the travel expense, the registration is a relatively small amount. We can offer to waive one for the team who do have problem to pay the registration. That is, it may not be necessary to waive one for each team.

Lily

On 10/20/16, 2:08 PM, "Liu, Yi-Kai (Fed)" <yi-kai.liu@nist.gov> wrote:

That looks fine to me!

Possibly, we could get a couple of extra microphones, for Q&A and panel discussions?

About the complimentary registrations: Maybe we could give them out only to people who cannot pay for themselves? We might only need to budget for 10 or 20 such people.

Cheers,

--Yi-Kai

From: Moody, Dustin (Fed)
Sent: Thursday, October 20, 2016 1:03:07 PM

To: Chen, Lily (Fed); Liu, Yi-Kai (Fed)
Subject: Fw: 2018 meetings -> Pier 66?

Sara would like some clarification on the items in red below (for our 1st PQC standardization workshop).

My thoughts: I can't think of any other audio/visual needs. I don't think we need an audio recording. I don't anticipate handouts being printed. As for comp registrations, I suppose we could do one per submission team. Unless we get a whole lot of submissions. (If we get a whole lot of submissions, and invite all of them to introduce their system, that might be too much for our 2 day workshop. Even 25 would be a lot for a 2 day workshop).

What do you think?

From: Kerman, Sara J. (Fed)
Sent: Thursday, October 20, 2016 12:53 PM
To: Moody, Dustin (Fed)
Cc: Chen, Lily (Fed); Liu, Yi-Kai (Fed)
Subject: RE: 2018 meetings -> Pier 66?

We need to get a budget approved by NIST/FBC and through AMD as a task order, so that FBC can talk to the hotel (FBC signs the contracts – not NIST). I've emailed Mary Lou to see if she can contact the hotel to get the costs associated with our meeting now that we've dropped food and beverage.

Here are the the questions we've talked about and some items in red for clarification:

One Meeting Room for 150 people
Registration Area with Table/Chairs
Audio Visual Needs: LCD Data Projector; Screen; Podium with Microphone; Wireless Microphone; Standing Aisle Mic (anything additional)
Wifi for Attendees? Yes
Audio Recording? Yes/No
Printing? Do you anticipate handouts being printed (that would require our printing and duplicating department). B/W regular copies can be made here
Shipping Costs: This will be handouts, badges, registration materials
Travel: The travel for the PBA/registrar to attend will be in our budget.
Comp Registrations: Do you want to offer free registration to speakers? If so, how many do you anticipate? (for SHA we did 25-40 depending on which meeting)

From: Moody, Dustin (Fed)
Sent: Thursday, October 20, 2016 12:47 PM
To: Kerman, Sara J. (Fed) <sara.kerman@nist.gov>
Subject: Re: 2018 meetings -> Pier 66?

Sara,

I'm not sure I understand what's happening with us and the hotel. Have we talked to them? Any updates? Thanks,

Dustin

From: Rainer Steinwandt <srainer@math.fau.edu<<mailto:srainer@math.fau.edu>>>
Sent: Thursday, October 20, 2016 12:18:20 PM
To: Kerman, Sara J. (Fed)
Cc: Maria Provost; Norris, Mary Lou (Fed); Liu, Yi-Kai (Fed); Chen, Lily (Fed); Rainer Steinwandt; Moody, Dustin (Fed)
Subject: Re: 2018 meetings -> Pier 66?

Hi Sara,

Thanks, sounds good. From our side, I think we're okay at this point -- Maria just came back with a contract proposal for PQCrypto (Apr 8-Apr 11, 2018) from the hotel, where the numbers look okay, and which I intend to sign in the next days. So if you'll go to Pier 66 with your workshop for Apr 12-Apr 13, 2018 we'll be at the same hotel, back-to-back as planned. I hope we'll have great synergies between the two meetings.

Best,
Rainer

From: "Sara J. Kerman (Fed)" <sara.kerman@nist.gov<<mailto:sara.kerman@nist.gov>>>
To: "Rainer Steinwandt" <srainer@math.fau.edu<<mailto:srainer@math.fau.edu>>>
Cc: "Maria Provost" <mprovost@fau.edu<<mailto:mprovost@fau.edu>>>, "Mary Lou Norris (Fed)" <marylou.norris@nist.gov<<mailto:marylou.norris@nist.gov>>>, "Yi-Kai Liu (Fed)" <yi-kai.liu@nist.gov<<mailto:yi-kai.liu@nist.gov>>>, "Lily Chen (Fed)" <lily.chen@nist.gov<<mailto:lily.chen@nist.gov>>>, "Rainer Steinwandt" <RSTEINWA@fau.edu<<mailto:RSTEINWA@fau.edu>>>, "Dustin Moody (Fed)" <dustin.moody@nist.gov<<mailto:dustin.moody@nist.gov>>>
Sent: Tuesday, October 18, 2016 8:31:02 AM
Subject: RE: 2018 meetings -> Pier 66?

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Correct, there is no way we could reach a 20K minimum. With a \$300 (or more) price difference between the two registration fees (1-with food and 1-without food), we feel most will choose to buy their own breakfast, coffee and lunch.

Our meeting will guarantee of a certain sleeping room minimum; however, our contractor, FBC, would work with the hotel on that sleeping room guarantee.

Sara

From: Rainer Steinwandt [<mailto:srainer@math.fau.edu>]
Sent: Thursday, October 13, 2016 1:28 PM
To: Kerman, Sara J. (Fed) <sara.kerman@nist.gov<<mailto:sara.kerman@nist.gov>>>
Cc: Maria Provost <mprovost@fau.edu<<mailto:mprovost@fau.edu>>>; Norris, Mary Lou (Fed) <marylou.norris@nist.gov<<mailto:marylou.norris@nist.gov>>>; 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>>>; Rainer Steinwandt <RSTEINWA@fau.edu<<mailto:RSTEINWA@fau.edu>>>; Moody, Dustin (Fed) <dustin.moody@nist.gov<<mailto:dustin.moody@nist.gov>>>
Subject: Re: 2018 meetings -> Pier 66?

Hi Sara,

To clarify things with the hotel for our part of the week: Am I understanding you correctly in that you do not intend to accept any minimum consumption for your workshop? This will be relevant for us -- if we have to guarantee \$60k for PQCrypto alone to get the room rate, that affects our planning. Do you intend to commit to a number of room nights for your event?

Best wishes,
Rainer

From: "Sara J. Kerman (Fed)" <sara.kerman@nist.gov<<mailto:sara.kerman@nist.gov>>>
To: "Rainer Steinwandt" <RSTEINWA@fau.edu<<mailto:RSTEINWA@fau.edu>>>, "Dustin Moody (Fed)" <dustin.moody@nist.gov<<mailto:dustin.moody@nist.gov>>>
Cc: "Maria Provost" <mprovost@fau.edu<<mailto:mprovost@fau.edu>>>, "Mary Lou Norris (Fed)" <marylou.norris@nist.gov<<mailto:marylou.norris@nist.gov>>>, "Yi-Kai Liu (Fed)" <yi-kai.liu@nist.gov<<mailto:yi-kai.liu@nist.gov>>>, "Lily Chen (Fed)" <lily.chen@nist.gov<<mailto:lily.chen@nist.gov>>>
Sent: Wednesday, October 5, 2016 8:47:39 AM
Subject: RE: 2018 meetings -> Pier 66?

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Rainer/Maria,

Again, I apologize for our delay. We were dealing with many end of fiscal year deadlines.

NIST is excited to co-locate our meetings in 2018. Based on DoC government regulations, we must offer a registration fee that does not include food and beverage service. After working around with our numbers, there is going to be close to a \$300 difference between the fee that includes food and the fee that does not. With this difference, we feel that the majority of attendees will choose the no food option.

We understand that without F&B, the costs for room rental and A/V will increase. We are OK with that (it should only affect the 2-day NIST contract). NIST has found it's easier to pay the larger room rental fees than to have the huge registration fee difference at off-site meetings. With that being said, I believe we will have attendees be on their own for breaks and lunch.

We need to have our conference contractor (FBC) do the final negotiations on our behalf but we are extremely happy with the Pier 66 venue. From the NIST-side, we need to complete some paperwork before the contractor can begin our final negotiations. However, I don't know if you need to share this new information with the hotel to see if they can still work with both of our groups.

Best,
Sara

From: Rainer Steinwandt [<mailto:RSTEINWA@fau.edu>]
Sent: Wednesday, September 21, 2016 4:56 PM
To: Moody, Dustin (Fed) <dustin.moody@nist.gov<<mailto:dustin.moody@nist.gov>>>
Cc: Maria Provost <mprovost@fau.edu<<mailto:mprovost@fau.edu>>>; Norris, Mary Lou (Fed) <marylou.norris@nist.gov<<mailto:marylou.norris@nist.gov>>>; Kerman, Sara J. (Fed) <sara.kerman@nist.gov<<mailto:sara.kerman@nist.gov>>>
Subject: 2018 meetings -> Pier 66?

Hello,

Maria and I did another round of site-visits. The renovation issue with Bahia Mar could be resolved – they plan their renovation to be completed by October 2017 (for a major event in Ft. Lauderdale). However, we were able to get an updated offer from Pier-66 (which I think was the hotel you preferred), and if these updated numbers look reasonable to you, I would suggest that we go with Pier-66 for our two workshops. I would be willing to commit for PQCrypto 2018. In our discussions we were clear that they'll have to deal with two separate contracts, and this didn't seem to be an issue for either of the two hotels. For the revised Pier-66 (<https://pier66.hyatt.com/en/hotel/home.html>) offer we look at

Dates PQCrypto: Apr 9-11, 2018
Dates NIST: Apr 12-13, 2018
Room rate: \$159/night

For food and beverage they request \$60,000 total for the week, which seems reasonable to me. The way they broke it down right now would be \$40,000 for PQcrypto 2018 and \$20,000 for your workshop. If you're not comfortable with this, we can discuss whether more of this can be shifted toward PQCrypto, but I think \$60,000 for the week is a reasonable offer, and I'd be inclined that we try to make this work.

As you can see below, they are now willing to give us 300 Complimentary Wi-Fi connections in the meeting space/day, which is very helpful, a 15% discount on published PSAV pricing, and the parking rate is more reasonable now (\$15/day).

What do you think about the above figures?

Best,
Rainer

From: nerissa.edwards@hyatt.com [nerissa.edwards@hyatt.com]
Sent: Tuesday, September 20, 2016 4:23 PM
To: Maria Provost
Subject: Re: Bahia Mar quote

Hi Maria!

Already received a response.

Below are the updates based on your top 3 points.

GUEST ROOMS:

Marina View/Pool View Kings or Doubles \$159.00 per night

FOOD AND BEVERAGE: - \$60,000 Total

Post Quantum Cryptography Conference -\$40,000 Food and Beverage minimum must be met during function.

National Institute of Standards and Technology -\$20,000 Food and Beverage minimum must be met during function.

UPDATED CONCESSIONS:

* 300 Complimentary Wi-Fi connections in meeting space per day

* 15% discount on published PSAV pricing

* Overnight self-parking discounted to \$15.00 per night

* 1 per 45 comp policy

Warmest Regards,

Nerissa Edwards
Sales Manager

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From: Maria Provost <mprovost@fau.edu<<mailto:mprovost@fau.edu>>>
Sent: Tuesday, September 20, 2016 4:02:25 PM
To: Edwards, Nerissa (FTLHP-F)
Subject: Bahia Mar quote

Hi Nerissa!!

Here is their quote!!

Maria

Maria Provost, Ed. D.
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