

Ex 3.4 VA

IEA '94 Summary

8 copies

To

Ian Noy
Road Safety

IEA'94 -- Summary Note:

Attendance

1300 delegates attended the conference

There were:

- 812 were full fee delegates
- 130 complimentary registrations
- 67 one day delegates
- 96 two day delegates
- 165 student delegates
- 39 peel attended the exhibit only

998-4831

There were delegates from 49 countries; some of the larger delegations were from:

Canada:	367	Brazil	27
U.S.A.:	330	Australia	19
Japan	88	Denmark	18
Sweden	80	Italy	18
France	76	Belgium	16
United Kingdom	54	Portugal	12
Germany	46	Norway	10
Finland	36	Poland	9
The Netherlands	32	Russia	8
		7246	

Sponsorship

- funds were received (or promised) from 26 companies and organizations and these provided a total of \$170,000
- the sponsorship committee worked hard at getting sponsors and were well organized
- it proved very difficult to get sponsors
- they generally wanted to have more details than we could provide
- most sponsorship money came from contacts within or close to organizations

Frankophones

Québec 36
 France 76
 Belgium 16 max

 128

< 10%

Scientific Program

- 790 papers and 150 posters presented
- 178 technical sessions
- 15 symposia (more than 2 sessions) and 15 special sessions
- 25 internationally recognized experts provided overviews for their areas
- Prof. Alain Wisner presented the Etienne Grandjean Memorial Lecture
- there were also 6 technical tours and 3 workshops

Symposia concept

- concept was to have specialized conferences within the umbrella of the congress
- concept worked, but there were some organizational problems
- concept meets the needs of those who may only be allowed to attend conferences in their specific area of expertise
- also, ensures the specialized content areas are organized by experts in the field
- small countries do not have sufficient experts to cover all areas

On-site arrangements

- after the first day things seemed to run smoothly
- there were the usual under and over-utilized rooms, but no more than normal for a conference of this size
- Westin Harbour Castle presented many challenges because of its structure
- we incurred expenses for signs that would not have been needed in other locations
- lunches went as planned, except for final day when many more people were present than had been expected -- we had expected 250 to 300 and there were over 450
- students provide assistance in the meeting rooms and were very helpful
- the registration area was over-staffed and the process was probably more complicated than it needed to be.
- there was excellent media interest and this has continued
- there were some problems with accommodations because of the International Basketball tournament and a busy tourist season in Toronto
- exhibits were very well done and they returned a good profit to the congress
- translation and interpretation seemed to work well, but there were problems with the distribution of headphones; my understanding is that the interpretation was of excellent quality

*IEA '94 Summary***IEA'94 Committee**

- managing and finding a management structure that worked with such a complex project proved very difficult
- many of the task areas required major commitments of time and most people did not have enough
- attempts to split the tasks into smaller units resulted in problems of coordination and ensuring consistency throughout the congress
- we were limited in the financial resources that could be assigned to committee work and this limited our ability to bring people together at an early stage
- face-to-face meetings were held as frequently as possible, but these required one to two days away from work for most people
- teleconference was not very successful in the early stages, but proved very useful in later stages of the conference
- attempts to get labour people involved in the conference provide unsuccessful
- with our conference organizer involved it was often difficult to determine where blockages were occurring in the flow of information and in getting task done
- everyone who worked on the conference should a great deal of commitment and the desire to work -- often it was difficult to deliver on tasks because of other demands on time

Proceedings

- need some discussion on our concept of only distributing the volumes that were wanted
- proceedings took up 6 volumes and therefore it seemed a waste to provide the full set to everyone
- a large number of people bought full sets, and we distributed more than 600 copies of the most popular volume
- we need to proceed with ordering additional copies for HFAC distribution, and IEA'94 needs to have about 20 additional sets
- CD ROM would be a good idea, but will cost between \$10,000 and \$20,000; we have requests for about 50 copies, but is unlikely we could recoup the investment
- is HFAC willing to spend some of the excess funds from the conference for this?
- proceedings were prepared for printing using electronic means; no camera ready art had to be submitted;
- more than 70% of papers were received on diskette; others were scanned into the proceedings, and some had to be retyped
- processing was expensive, but produced a very good final product and the total price was cheaper than going to Taylor and Francis who normally produce the proceedings

*IEA '94 Summary***Travel grant assistance**

- through a grant from IEA, provided by the organizers of the 1991 IEA congress in Paris, we were able to provide about \$22,000 in travel assistance and complimentary registrations to delegates from many different countries
- grants (about \$500 each plus registration) offered to 42 delegates, 29 (69%) attended the conference
- an additional 13 people were offered complimentary registration to assist them in attending
- there were about 70 requests for assistance even though the availability of the money was not advertised
- I cannot express my frustration following many letters from some delegates who trying to obtain funds from other sources and from us, and in the end who had to cancel their plans.

Financial

- see attached summaries
- conference has a surplus of about \$90,000
- recommended that some of these funds be turned over to IEA to provide travel assistance for the next conference -- recommend amount of about \$25,000
- two main causes of the surplus:
 - for the number of delegates, income was higher than expected
 - 1 & 2 day registrations produced extra income
 - sales of proceedings were much greater than expected
 - expenses were lower than expected
 - most expenses had some cushion, but because we carefully tracked expenses the need for the cushion was less
 - all expenses had to be approved in advance and all accounting was centralized with the treasurer; ensuring good control
- so why the glum faces at the conference
 - we were not informed of about \$70,000 in income that was received just prior to and during the conference; the conference consultants would not release financial information at the conference so we had to estimate what we thought was happening based on limited attendance information; this provided also to have been inaccurate

Highlights

- Opening ceremonies
- Opening reception
- Smooth running of technical program once it got underway
- Evening cruise
- Lunch on Friday
- Proceedings: InfoLink Consultants

Problems and Lessons

- conference consultants proved to be the major problem
 - JPdL operated in an unprofessional manner and with inexperienced staff
 - were unable to understand the need for committee participation in decisions and how to work with committee members
 - basic organizational and financial skills presented serious problems
 - we took away all financial tasks
 - how did we get into this mess
 - experienced in selecting contractors
 - we lacked confidence in our decisions
 - were willing to give them another chance, maybe we had not been working as cooperatively as we should
 - became locked into them when their address and telecom numbers were published in the preliminary program
 - how to avoid the same problem
 - use your own mailing address and telecom numbers
 - ensure that there are always alternative ways of getting the job done
 - requiring the delivery of key components, such as address lists, throughout the pre-conference period
- Volunteer shortages
 - increasingly difficult to get people who were experienced in organizing conferences
 - difficult to get people who could commit sufficient time
 - the lack of experienced volunteers had two effects:
 - it almost resulted in the cancellation of the conference; without the efforts of a few key people, who put aside their careers and family life, the conference would not have occurred
 - prevented new people from learning through the experience of helping to organize a conference

*IEA '94 Summary***• Audits**

- we had asked the HFAC auditors to review the procedures used by JPdL to ensure that their processing of registrations was acceptable
- this was not done, and we continue to be unable to get financial information from the auditors

What's for HFAC to do:

consider the donation of some of the surplus to IEA for travel grants to future conferences

take over the ordering and distribution of proceedings; consider the production of a CD ROM version of the proceedings

decide when they want to close out the books of IEA '94 and take over full responsibility of followup

ALSO:

we have the delegates list, but will need to do some testing to determine if it is complete; there appears to a problem with accented characters and this will need to be sorted out.

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IEA'94: Interim Balance Sheet
As of 11/18/94

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11/18/94
IEA94-All Accounts

Acct	11/18/94 Balance
ASSETS	
Cash and Bank Accounts	
Current Account	76,642.82
RoyMor GICs	0.00
	76,642.82
Total Cash and Bank Accounts	
Other Assets	
Receivables	32,000.00
Sponsorship-owed	18,200.00
	50,200.00
Total Other Assets	
	126,842.82
TOTAL ASSETS	126,842.82
LIABILITIES & EQUITY	
LIABILITIES	
Other Liabilities	-15,568.21
GST	5,000.00
OWCI	44,882.90
Payables	0.00
Seed Money	
	34,314.69
Total Other Liabilities	
	34,314.69
TOTAL LIABILITIES	34,314.69
EQUITY	92,528.13
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Sheet1

IEA'94: Income and Expenses
(with comparisons to 1994 and 1993 budgets)

Category Description	Actual (to Nov. 1994)	July '94 (based on 1,000 full fee delegates)	July 93 (Based on 900 full fee delegates)
INCOME			
Exhibits-income	\$ 61,980	\$ 50,000	\$ 40,000
Other income	\$ 601	\$ 15,000	\$ 15,000
Registration	\$ 641,894	\$ 656,683	\$ 576,000
Sponsorship	\$ 151,676	\$ 170,000	\$ 90,000
TOTAL INCOME	\$ 856,151	\$ 891,683	\$ 721,000
EXPENSES			
1 Administration	\$ 152,395	\$ 144,300	\$ 91,500
2 Committee	\$ 21,070	\$ 24,000	\$ 42,600
3 Publicity_annou	\$ 99,061	\$ 104,454	\$ 102,005
4 Meeting rooms	\$ 15,000	\$ 20,000	\$ 25,000
5 Social	\$ 159,747	\$ 208,716	\$ 159,828
6 OnSite	\$ 46,416	\$ 49,350	\$ 30,700
7 Audio_visual	\$ 17,464	\$ 15,976	\$ 14,600
8 Translation	\$ 47,373	\$ 46,125	\$ 38,375
9 Exhibits	\$ 15,450	\$ 10,000	\$ 32,750
10 Scientific prog	\$ 152,532	\$ 153,000	\$ 96,000
11 IEA exec etc.	\$ 5,695	\$ 16,800	\$ 14,700
12 Special Tours	\$ 15,924	\$ 15,976	\$ -
13 IEA Capitation	\$ 22,338	\$ 25,000	\$ 22,500
Expenses - Other	\$ -	\$ 10,000	\$ 50,000
TOTAL EXPENSES	\$ 770,465	\$ 843,697	\$ 720,558
TOTAL INCOME/EXPENSE	\$ 85,686	\$ 47,986	\$ 442

IEA'94: Payables at Nov. 18, 1994
1/28/92 Through 11/18/94

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11/18/94
IEA94-Payables

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 1/27/92						0.00
5/13/93		Opening Balance		[Payables]		0.00
9/7/94		Reprinting proceed...	Additional copies	Scientific prog:Proc...		-15,000.00
10/5/94		Accounting	For 1993, and 1994	Administration:Ac...		-5,000.00
10/5/94		Fletcher-Wright	Awaiting final bill	Administration:Flet...		-1,000.00
10/5/94		Committee expenses	Reserve for travel ...	Committee:Other c...		-2,000.00
10/5/94		Photographer	Purchase of photos	Committee:Other c...		-1,000.00
10/20/94		Westin Harbour Ca...	lan to Negotiate	Meeting rooms		-15,882.90
11/18/94		Refunds	Registrtn refunds (...)	Registration:refunds		-5,000.00
TOTAL 1/28/92 - 11/18/94						-44,882.90
BALANCE 11/18/94						-44,882.90

IEA'94: Institute for Work and Health
1/28/92 Through 11/18/94

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IEA94-OWCI

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 1/27/92						0.00
3/21/94		Opening Balance		[OWCI]		0.00
3/25/94		Deposit-Ottawa	OWCI & exhibits	[Current Account]		-5,000.00
TOTAL 1/28/92 - 11/18/94						-5,000.00
BALANCE 11/18/94						-5,000.00
TOTAL INFLOWS						0.00
TOTAL OUTFLOWS						-5,000.00

IEA'94: Accounts Receivable
1/28/92 Through 11/18/94

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IEA94-Receivables

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 1/27/92						0.00
10/3/94		Opening Balance		[Receivables]		0.00
10/5/94		IEA refund: travel ...	Grants pd on behal...	Scientific prog:Dev...		22,000.00
11/18/94		JPdL Multi Manag...	Under negotiation	Administration:JPd...		10,000.00
TOTAL 1/28/92 - 11/18/94						32,000.00
BALANCE 11/18/94						32,000.00

IEA'94: Sponsorship Money Owed
1/28/92 Through 11/18/94

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IEA94-Sponsorshp-owed

Date	Num	Description	Memo	Category	Clr	Amount
BALANCE 1/27/92						0.00
5/13/93		Opening Balance		[Sponsorshp-owed]		0.00
4/13/94		Secretary of State: ...	awaiting grant	Sponsorship:Gover...		12,000.00
5/24/94		Health & Welfare ...	2nd installment	Sponsorship:Gover...		1,000.00
5/31/94		Agence de coopera...	awaiting grant	Sponsorship:Gover...		1,200.00
7/26/94		City of Toronto	paid after event	Sponsorship:Gover...		1,000.00
7/26/94		Metro Toronto	paid after event	Sponsorship:Gover...		3,000.00
10/5/94						0.00
TOTAL 1/28/92 - 11/18/94						18,200.00