27th ACM Joint European Software Engineering Conference and Symposium on the Foundations of Software Engineering
26-30. August 2019, Tallinn, Estonia

Proposal by DMC Conference Expert / Reisiekspert Ltd.

Preliminary Budget
<table>
<thead>
<tr>
<th>Description</th>
<th>Units</th>
<th>Unit price</th>
<th>Total</th>
<th>Per service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference reception- Teacher’s House, Tallinn Old Town 200 participants, standing buffet. 27.08.19 at 19:00-21:30</td>
<td></td>
<td></td>
<td></td>
<td>6830</td>
</tr>
<tr>
<td>Venue rental, includes set-up and dismantling time (does not include any furniture, technical equipment, basic lightning)</td>
<td>1</td>
<td>850</td>
<td>850</td>
<td></td>
</tr>
<tr>
<td>Decorations – flowers. Flower composition in foyer area and main hall</td>
<td>1</td>
<td>250</td>
<td>250</td>
<td></td>
</tr>
<tr>
<td>High tables ( diameter 70 cm) with cover</td>
<td>30</td>
<td>16</td>
<td>480</td>
<td></td>
</tr>
<tr>
<td>Menue, standing buffet (participants)</td>
<td>200</td>
<td>21</td>
<td>4200</td>
<td></td>
</tr>
<tr>
<td>Guides, walking tour from conference venue to reception venue through Tallinn Old Town. 6 guides (45 minutes, tour starts 19:00)</td>
<td>6</td>
<td>45</td>
<td>270</td>
<td></td>
</tr>
<tr>
<td>Entertainment - duo with guitar and vocal by Estonian young artists, 30 minutes</td>
<td>1</td>
<td>600</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td>Administration fee (on-site management). Coordination of the preparation works of the reception venue before the event starts (in cooperation with the responsible persons of the venue, catering, performer and other technical partners); coordination and management of the full process on-site; control of the dismantling process</td>
<td>6</td>
<td>30</td>
<td>180</td>
<td></td>
</tr>
<tr>
<td>Gala Dinner - Seaplane Harbour of Maritime Museum of Estonia, 250 participants, banquet style. 29.08.19 at 19:30-22:30</td>
<td></td>
<td></td>
<td>20115</td>
<td></td>
</tr>
<tr>
<td>Venue rental, includes set-up and dismantling time (does not include any furniture, technical equipment, basic lightning)</td>
<td>1</td>
<td>3200</td>
<td>3200</td>
<td></td>
</tr>
<tr>
<td>Decorations, light solution – flower on tables, led lights to light up the band</td>
<td>1</td>
<td>455</td>
<td>455</td>
<td></td>
</tr>
<tr>
<td>Technical solution, technician (preparation, testing, during event,dismantling time), 1 microphone, PA, stage, DJ</td>
<td>1</td>
<td>1310</td>
<td>1310</td>
<td></td>
</tr>
<tr>
<td>Inventory (round tables with cover/ chairs)</td>
<td>250</td>
<td>8</td>
<td>2000</td>
<td></td>
</tr>
<tr>
<td>Menue (pre course, hot buffet, sweets)(participants)</td>
<td>250</td>
<td>45</td>
<td>11250</td>
<td></td>
</tr>
<tr>
<td>Service Description</td>
<td>Quantity</td>
<td>Unit Price</td>
<td>Total Price</td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>----------</td>
<td>------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Administration fee (on-site management), 1 person 12 hours (Coordination of the preparation works of the reception venue before the event starts (in cooperation with the responsible persons of the venue, catering, performer and other technical partners); coordination and management of the full process on-site; control of the dismantling process), 4 persons 2 hours (assistants for bus transfers)</td>
<td>20</td>
<td>30</td>
<td>600</td>
<td></td>
</tr>
<tr>
<td><strong>49-seated coach rental (3 coaches), to the venue and back to hotel.</strong></td>
<td>3</td>
<td>320</td>
<td>960</td>
<td></td>
</tr>
<tr>
<td><strong>Registration and information desk, hour</strong>&lt;br&gt;25.08.19 2 persons a’2 hours&lt;br&gt;26-30.08.19 at 8:00-9:00 2 persons and 9:00-17:00 1 person</td>
<td>54</td>
<td>20</td>
<td>1080</td>
<td></td>
</tr>
<tr>
<td><strong>Photographer, hour</strong></td>
<td>6</td>
<td>80</td>
<td>480</td>
<td></td>
</tr>
<tr>
<td><strong>Project Management fee (coordination, reports, service handling, quality control)</strong>&lt;br&gt;Contracting partners, preparation of the organisational script of the event (in cooperation with the partners), script execution and management, control and monitoring: the responsible persons monitors and controls whether the ongoing events take place in a coherent way with a script, leads the process, coordinates the personnel involved and assistants.</td>
<td>15</td>
<td>25</td>
<td>375</td>
<td></td>
</tr>
<tr>
<td><strong>Total (in EUR, including Estonian VAT)</strong></td>
<td></td>
<td></td>
<td>29840</td>
<td></td>
</tr>
</tbody>
</table>

**Proposal Description**

Prebookings to 27.08.2019 Teacher's House and 29.08.2019 Seaplane Harbour are made by Reisiekspert / Conference Expert.

Prices are in EUR, preliminary for year 2019, including 20% VAT.
1. Conference Reception 27. August 2019, 200 participants

standing buffet reception

Reception Venue: Teacher's House (19:00-21:30)
Location: Tallinn Old Town, Town Hall Square
8 minutes by foot from Sokos Hotel Viru

Description:
Tallinn Old Town Walking Tour (at 19:00-19:40)
Evening starts at Sokos Viru Hotel with guided walking tour, medieval adventure, through Tallinn Old Town for ca 45 and will end at the reception venue - Teacher's House.
During the tour all participants enjoy a delightful stroll along the narrow cobblestone streets of the UNESCO World Heritage Site Tallinn Old Town with its charming old buildings and ancient churches.

Venue Teacher's House
Tallinn Teachers' House is located in the heart of Tallinn – in the Town Hall Square. The oldest records of the building date back to 1333. The layout and interior design of the rooms date back to the 1830s.
Set-up: standing tables with cover, seating possibilities, decorations
Entertainment
Young Estonian singer MariaVolmer duo
https://www.youtube.com/watch?v=_zcMWEt1qKA
or similar.

Menu
We provide international snack buffet (180 g per person salty snacks and 100 g sweet buffet) suitable also for vegetarians; 2 glasses of wine (white and red in option), soft drinks, water, coffee and tea.

Sample menu 21.00 eur per person:
Appetizers:
Volovent roastbeef with marmelade 30g
Salted pike with potatoe-horseradish cream and trout caviar in bread basket 30g
Crispy paremasn cheese balls, roasted paprika 30g
Canape in peetroot juice with boilded quail egg, spicy Baltic herring and marinated pearl-onions 30g
Mild smoked pork with dark cherry cream and caramelized dark breadcrumbs 30g
Tartalette with mild goat cheese-ginger cream and fig pattern 30g

Sweet non-alcoholic drinks:
Selection of sweets: 100g/person
-Rhubarb zelee with vanilla whipped cream
-Chocolate mini cake with fresh strawberry-blueberry salad
-Chrispy basket with salted caamel and toffee chips
-Tartalette with cream cheese-lime cream and mango coulis
-Mild kama cream and cranberry marmelade, served in shot glass

Coffee and tea (selection) option with sugar, honey, lemon
Selection of juices (mix, apple, orange)
Tabelwater with lime and peppermint

Wine selection:
counted 2 pokals per person
Sauvignon Blanc, Reserve Speciale, Gerard Bertrand, Laungedoc, France, 2012
Pinot Noir, Reserve Speciale, Gerard Bertrand, Laungedoc, France, 2012
2. Conference Gala Dinner on 29.08.2019

250 participants, banquet style

Gala Dinner Venue: Seaplane Harbour of Maritime Museum of Estonia (19:30-20:30)
Location: Sea-side; Vesilennuki tee 6, Tallinn
15 minutes by bus from Sokos Hotel Viru

**Description:**
19:00 Participants will gather at Sokos Hotel Viru lobby
19:10-19:25 coaches will take participants to Gala Dinner Venue (15 minutes drive)
19:30-19:50 guided tour of the Seaplane Harbour of Maritime Museum
19:50-22:30 gala with entertainment
22:00 first coach departures to hotel
22:30 coach departures to hotel

**Venue Seaplane Harbour**
The Seaplane Harbour accommodates one of Europe’s grandest maritime museums. You are invited to see the authentic submarine Lembit from the 1930s, the century-old steam-powered icebreaker Suur Töll, a Short 184 seaplane, mines, cannons and many other life-sized exhibits. The museum and the Seaplane Hangar have been recognised with a number of awards: Estonia’s Most Tourist-Friendly Museum 2012, Europa Nostra Grand Prix 2013, Special Commendation from the European Museum of the Year 2014, and a number of others.
Set-up: round tables with white cover, 8-10 soft chairs (without cover) per table, table-decorations, light solution. The tables are located on the ground floor, between museum exhibits.

The Gala Dinner will start with **guided round-tour from museum bridge** (lasts ca. 25 minutes) and will end with greeting by host of the event and serving welcome drink.

**Entertainment**

We propose to use a local band and DJ. Special technical equipment and stage with cover and stage decorations are provided by us.

Performer Birgid Täht says about her music:

"Our music carries the message of love and empathy, joining heaven and earth, nature and spirit, which creates a magical and wild atmosphere, where time and space melt together and where we migrate along the breathtaking landscapes." The band performs mainly in Estonian language.

https://www.youtube.com/watch?v=tv_MHuRfM-E

**Menu:**

Offered menu bears festivity and the length of the event in mind.

A welcome drink is being served from hand at the beginning of the event.

Appetizer is served to table mainly because of the positioning of the room.

Warm food (main dishes with side dishes) and sweet food/coffee is served at buffet style.

The proposal is conducted as 2 pokals of red or white wine per person.

**Sample menu 45.00 eur / per person:**

Welcome drink
Juliana Spumante, Extra Try, Italy
Slightly carbonated natural pomegranade and honey spruce coctail (non-alcoholic)
Appetizer
Scorched goat cheese with fresh fruits and estragon dressing
Warm buffet 520 g/person
Fried pike-perch with braised onion on creamy leek pillow
Mildly smoked pork tenderloin with glazed oyster sauce, popcorn-bacon decoration
Turkey fillet in oyster sauce
Roasted parsnip, peetroot and carrot with mild ginger, honey and spices
Warm potato salad with forest mushrooms, green onion and mild chili
Salad selection
Crispy green saald with roasted peetroot and bread slices
Goat cheese salad with pearl couscous, sucola and cherry tomatoe
Classical forest mushroom with roasted potatoe
Bread and pastries
Selection of pastries, rye bread, herb-cream
Dessert 100 g/person
Curdmilk-marzipan cake
Drink selection
Coffe/tea
Milk, brown sugar, honey, lemon
Spring water with orange
Wine 2 pokals per person
Montepulciano D' Abruzzo, DOC, Conte Lorenzo Sormani, D'Abruzzo, Italy, 2015
Pinot Grigio, IGT, Conte Lorenzo Sormani, Veneto, Italy, 2016

3. 49-seated first class coaches for transfer hotel - Seaplane Harbour and vv.
We suggest to use 3 coaches, all of them make 2 transfers.
Price per coach 240.00 eur, total 660.00 eur

On-spot registration consists of transactions check-up, signature collection, additional on-spot registration allowance etc, and additional duties that client finds necessary. If requested, we can organise card-payment terminal on spot with a price of approximately 145 eur per day.
Registration price is 20.00 eur per hour, service contains registration table setup and assembly of conference materials. All of the information desk workers feel comfortable in English language.
For 250 delegates we calculate 2 hostesses, during registration process 2 hostesses, during event 1 hostess.

E-mail: conference@conference-expert.eu - Phone: +372 6 108638
5. Professional photographer

We use only professional photographers, specialized for conferences and conference social events. Raul Mee recent works (21.11.2017) http://fotod.lend.ee/entk17/#10
Price: 80.00 eur / hour, minimum 3 hours per day.
Cancellation terms

**Venue rental**
up to 90 days before rental – compensation 50% from full fare
89-61 days before rental - compensation 25% from full fare
up to 60 days before rental – no refund

**Technical solution, photographer**
up to 60 days before service – compensation 50% from full fare
59-15 days before service - compensation 25% from full fare
up to 14 days before service – no refund

**Catering, coach rental**
up to 30 days before service – compensation 50% from full fare
29-15 days before rental - compensation 25% from full fare
14-7 days before rental - compensation 10% from full fare

The final details regarding number of participants are subject to approval 6 calendar days before event

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**DMC Conference Expert - Conference and Event Services**

22 years DMC experience!

Reisiekspert Ltd is a leading Estonian private travel agency and tour operator, founded in 1995, known as the quality travel brand. We provide full range of travel services in Estonia, Latvia and Lithuania. Our mission is to provide a seamless translation of the client's strategic and specific objectives into operational success.

DMC Conference Expert is a business unit of Travel Expert Ltd, specialized in the planning and organization of Meetings, Congresses, Green Meetings, Roadshows, Incentive Travel, Team Building, Product Launches, Social Events, Sports - and and other events.

Our highly experienced and innovative team offers tailormade programs for groups of all sizes. We practice excellence, demand quality from our suppliers, and set high standards for ourselves and for our clients. We deliver quality events without breaking your budget and we consider professionalism and comprehensive range of services as our advantages.
Our conference services include:

- Sightseeing tour program, pre- and post tours
- Hostess and meet / greet services
- Transfers by private car, minibus or coach and shuttle service
- venue - and delegate handling, workshop arrangements
- Gala dinners, receptions, banquets and themed events
- Catering services
- Sound, lighting, audio-visual solutions and all technical equipment
- Stages and decorations
- Photography and filming
- Entertainment, presenters, bands, DJ-s
- Gift bags
- Printing materials, bannners
- Exhibition management
- Delegate handling
- Travel arrangements
- On-line and offiline registration handling

Key staff:

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Kadri Jõerüüt  Member of Management Board, Deputy Director, VP Meetings & Incentives, kadri.joeruut@reisiekspert.ee  
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www.reisiekspert.ee  
www.travel-expert.eu  
www.conference-expert.eu
Our experience

The Estonian Convention Bureau's 2015 ‘Conference of the Year’ award was given to 25th Nordic Baltic Congress of Cardiology. Organised by us, the large-scale medical gathering brought 722 cardiologists, researchers and other experts to the Swissôtel Tallinn in early June. It beat out 14 other nominees to win the award.

Sample list of our past events:

Proposed by:

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