



WPC

The World Pre-Health
Conference

World Pre-Health Conference 2024

Fundraising & Expenses Guide

Harvard Medical School
April 13 – 14, 2024

Hotels

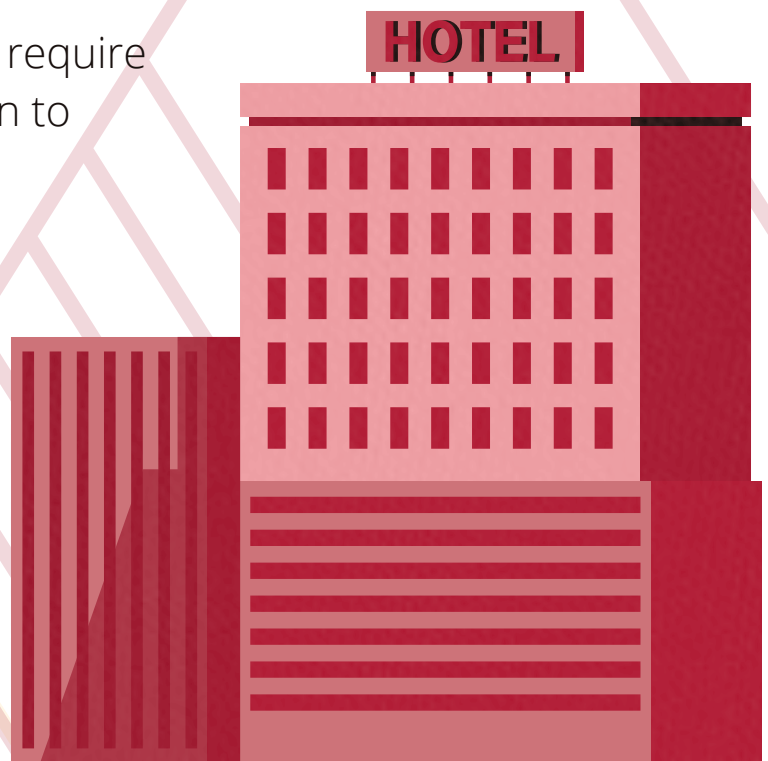
Boston hotels tend to be quite expensive, so we recommend that you avoid staying at hotels directly adjacent to the conference site. Below is a list of hotels in the area that are likely to be more affordable:

- The Inn At Longwood Medical: \$509/night (breakfast included); walking distance (6 minute walk)
- Hilton Garden Inn Boston Brookline: From \$475/night (not including breakfast); from \$505/night (including breakfast); 15 minute walk
- Residence Inn by Marriott Boston Back Bay/Fenway: \$722/night; 20 minute walk; can take Uber for \$10
- Courtyard by Marriott Boston Brookline: From \$460/night (prepay); 30 minute walk (1.2 miles); \$10 Uber ride

Please note that prices are likely to change as we approach the date of the conference.

Many of the options above will require the use of public transportation to and from the conference but will still be more affordable than closer hotels even accounting for transportation costs.

More options available on the following page.



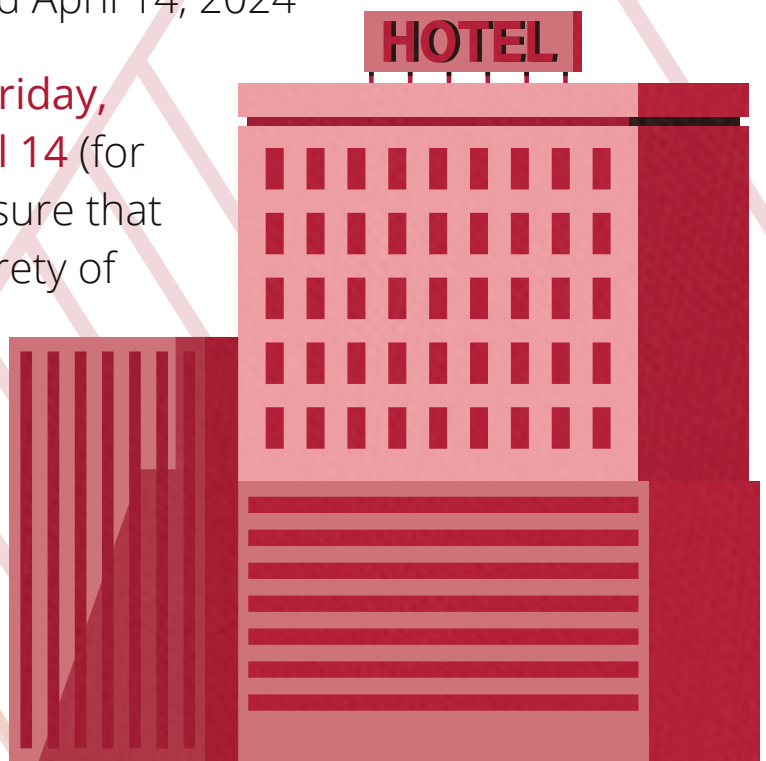
Hotels

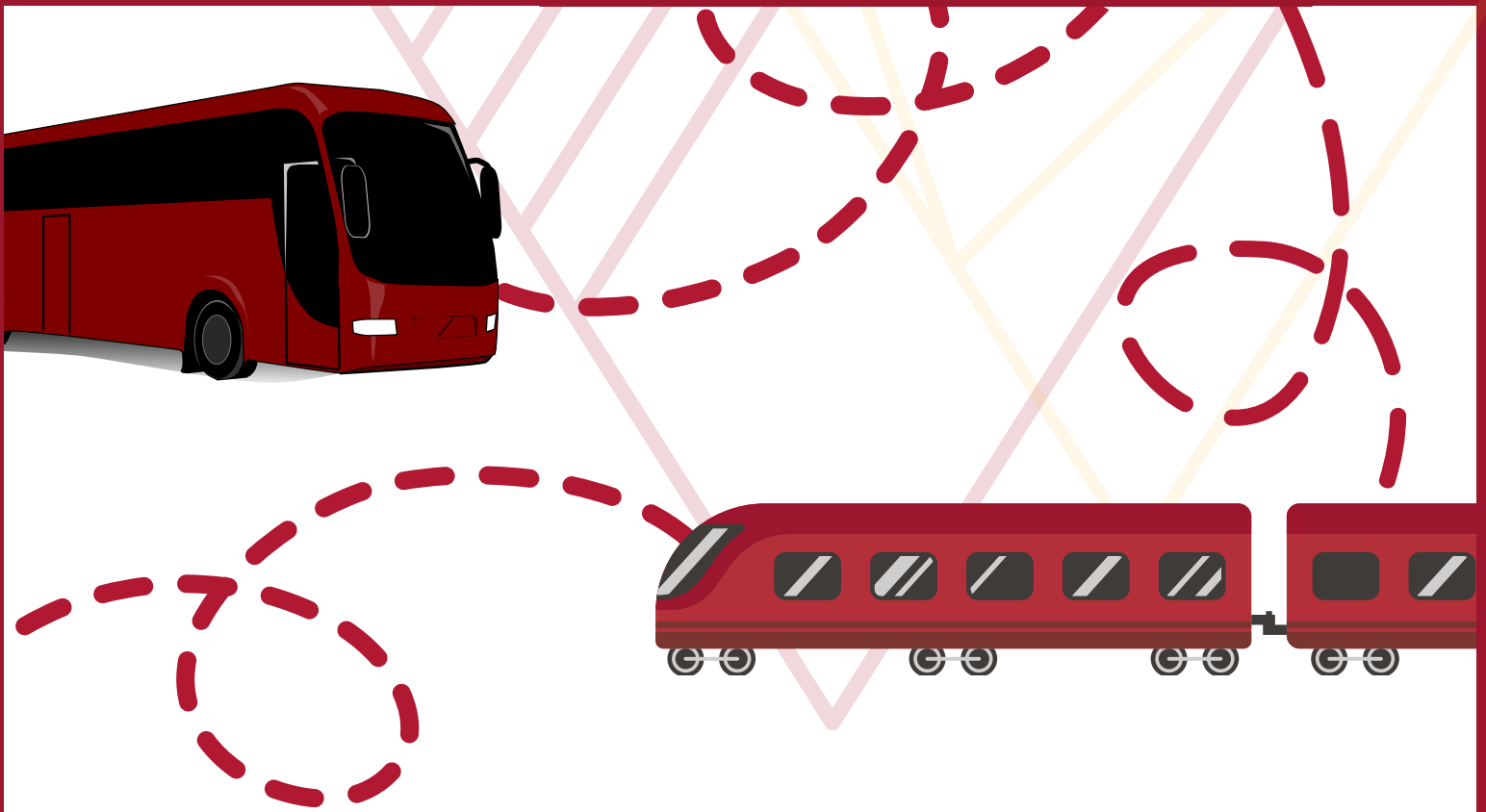
- Courtyard by Marriott Boston Cambridge: From \$375/night (pre-pay); 1.9 miles from HMS; \$15-20 Uber ride (depends on time of day)
- Homewood Suites by Hilton Boston Brookline-Longwood Medical: From \$473/night (breakfast included); 2.0 miles from HMS; \$15-20 Uber ride (depends on time of day)
- Hyatt Regency Boston / Cambridge: From \$420/night (advanced purchase); 2.0 miles from HMS; \$15-20 Uber ride (depends on time of day)
- DoubleTree by Hilton Boston Bayside: From \$378/night; 3.1 miles from HMS; \$30 Uber ride
- Found Hotel Boston Common: \$247/night; 2.4 miles from HMS; Need to Uber or take public transportation

Conference Location: Harvard Medical School

Conference Dates: April 13 and April 14, 2024

Hotel reservations should be **Friday, April 12 through Sunday, April 14** (for a duration of two nights) to ensure that you are able to attend the entirety of the 2024 World Pre-Health Conference.





Transportation

Public Transportation

Public transportation is available through the Massachusetts Bay Transportation Authority at the following prices.

- Subway One-Way: \$2.40
- Local Bus One-Way: \$1.70
- 1-Day Pass (unlimited travel for 24 hours): \$11.00 — recommended if touring Boston on the first or last day of the conference

Uber/Lyft

Rides will generally cost \$20 to \$30 from a hotel to Harvard Medical School, depending on the time of day.

Refreshments

Food will be made available for purchase at the conference, but you are welcome to venture off-site for food in Boston. A few nearby restaurants include:



Penguin Pizza
735 Huntington Ave - 5 min



Yellow Door Taqueria - Mission Hill
1619 Tremont St - 5 min



The Mission Bar & Grill
724 Huntington Ave - 6 min



Sufra Mediterranean Food
52 Queensberry St - 17 min

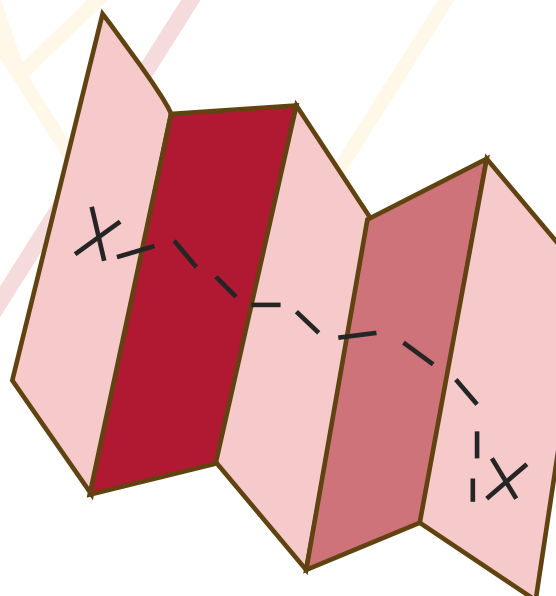
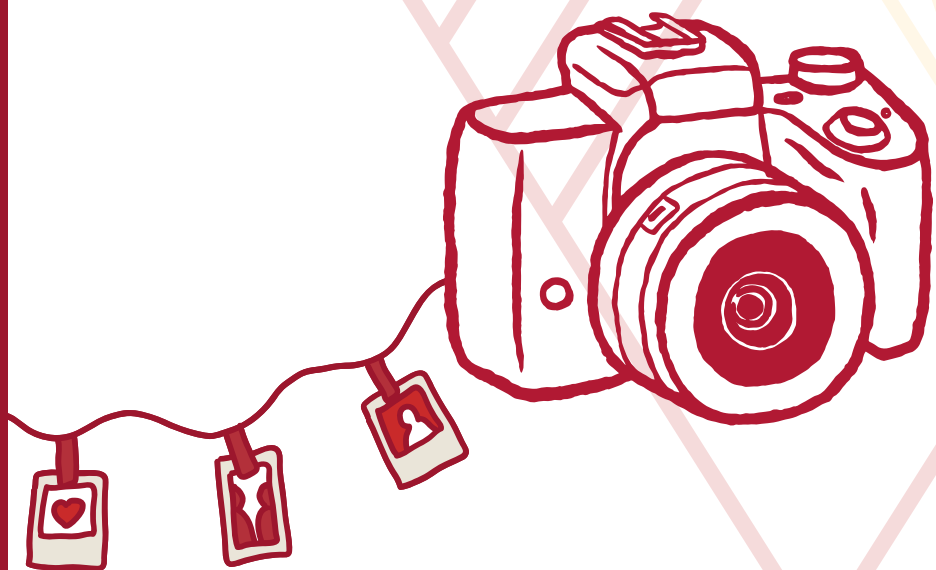


Bottega di Capri
41 Harvard St - 22 min



Garrison House
6 Harvard Square - 23 min





Sightseeing

Nearby Tours

- Harvard Campus Tour
- Boston Harbor Cruise
- 1-Day Hop-On Hop-Off Trolley Tour (with Harbor Cruise Option)
- Boston Hop-On Hop-Off All Day Sightseeing Tour
- Boston's Architectural Landmarks, History & Photo Walking Tour
- Guided Freedom Trail Walking Tour

Tourist Attractions

- Fenway Park
- Museum of Fine Arts
- Boston Public Garden
- Boston Tea Party Ships and Museums
- North End
- Boston Public Library
- JFK Presidential Museum and Library
- Boston Commons
- Newbury Street
- Museum of Science
- USS Constitution Museum
- Quincy Market
- New England Aquarium

Fundraising

The World Pre-Health Conference is being held in person for the first time this year. This year's conference will feature a diverse array of speakers, pre-health related events, and opportunities for mentorship and networking with professionals currently in healthcare fields. With that come many expenses: flight tickets, hotel, transportation, food, and more. Our **estimated cost of attendance is \$1000**, excluding flight costs. It is advised that you raise more money than the expected cost.

In this guide, we provide you with a brief overview of fundraising tips and techniques that can help you cover the cost of attending the conference. If this sounds daunting, you can always opt for our **virtual conference, which is for \$15 (early registration) or \$25 (late registration)**. Our International Relations committee has been working extremely hard to make the virtual conference as enjoyable as possible. It is a great option if the cost of attending the in-person conference is a burden. However, if you are eager to attend the in-person conference, we will share with you some tips on how to raise money through fundraising. Fundraising is not easy, however, with careful planning and dedication, it can be more than successful.

Things to Consider Before Fundraising:

- **Available resources.** What can you make out of the resources you already have? If you need more resources, can you easily access them? How many people do you need to host the event? Who will you need help from? Are they available to help you? Will they all be available at the same time?

Fundraising

- **Time.** Many fundraising events need months of planning. Careful and extensive planning is crucial for successful execution. How much time will it take to prepare and execute your fundraising idea? Is there enough time to complete the activity? Will others be able to devote the necessary time?
- **Expenses.** Expenses should NOT exceed 25% of all collected revenue. This goal should be outlined in your budget from the very beginning of the planning process. What upfront expenses are involved? Are there available funds to cover them? Can you obtain sponsors (family, friends, community members, local vendors, etc.) to help with these expenses?
- **Donations.** How will you solicit donations from donors? What method of payment will you choose: cash, check or online donations? How will you approach potential donors? How will you acknowledge the donors?

How to Fundraise:

- **Understand your donors.** When you understand your donors and what matters to them, you will be able to connect with them in a meaningful way. What do they like? What events are they likely to donate at? How can you appeal to your donors to convince them to pay?

Fundraising

- **Brainstorm an event idea and outline your goals, timeline, and action plan.** Decide what you want the event to accomplish. Establish a revenue target and budget accordingly. Will you sell tickets in advance, collect money in person, or organize an online fundraiser? Will there be only one or multiple payment options? Choose the option that is most convenient for you and potential donors.
- **Establish your goals.** Set clear, attainable goals for the event.
Example:
 - Have a bake sale. Average \$2 per baked good. Sell 150 items. Set a goal of \$300, minus expenses.
 - Depending on your needed expenses, type of event, and its outcome, one fundraising event may be sufficient to help you raise the funds required to cover all conference expenses.
- **Keep expenses low.** Remember: Expenses should not exceed 25% of revenue. For example, if your revenue projection is \$2,000, then expenses should not total more than \$500.
 - If you are low on supplies, ask family, friends, and neighbors for these items as a donation.
- **Set a suitable time, date, and place.** Choose a date and time that will allow a large number of people to attend while also making sense for the activity you are planning (for example, Sunday afternoon for a yard sale). Estimate the number of attendees and reserve an appropriate space. Popular places fill up quickly, so make your reservation as early as possible. Examples of popular, low-cost locations include community centers, local cafes, public libraries, and parks.

Fundraising

- **Generate sponsorships.** Local businesses are often happy to provide money or goods to your cause in exchange for public recognition. Offer to include a sponsor's name or logo on program guides, event advertising, and signs or to recognize the sponsor at your event.
- **Publicize.** Brainstorm ways to advertise your event and conduct outreach. Use social media!!! Ask your family, friends, and community members to post flyers on their social media as well. Include all the key details: time, date, place and reason for your event, as well as who's organizing it and who will benefit from it. Include contact information and encourage them to reach out with any questions or concerns.
- **Keep records of all donations.** For your records, make copies of checks, money orders, credit card forms, and count cash donations.
- **Give credit and send thanks.** Send thank-you cards, notes or emails to all of your donors and supporters, regardless of the size or nature of their contribution. Remind them about how their gift will be used, and create and save a mailing list of all your supporters for future fundraising events. This will help you secure volunteers and donors for future events.

Fundraising Event Ideas:

- **Start a GoFundMe page.** A quick and easy way to raise money is by creating an online fundraising page. GoFundMe is a popular tool that is easy to use and easy to secure donations from. Post your fundraising page on all social media platforms and ask family, friends, and community members to donate and repost.

Fundraising

- **Yard sale.** Yard sales can be great for making money in the summer and fall. Search for any items at home you can sell and ask relatives and friends for things they are willing to donate. This can include home appliances that are not being used, artwork, home decorations, clothes, hats, shoes, jewelry, and virtually anything you can find at home. This is a simple approach to make money because there are no expenses. With good publicity, it can be an excellent fundraising activity.
- **Bake sale.** Sell baked goods in your neighborhood, at school, or at local events. This is a popular way to raise money and can generate a good amount. Ask family and friends to help you bake goods, advertise your event, and run the bake sale. Sell brownies, chocolate chip cookies, sugar cookies, cakepops, butter cake, cinnamon rolls, and more. Be careful of food allergies and dietary restrictions.
- **Used book sale.** Selling used items for a low price is always a good way of making money. Used books can be sold for slightly lower prices than their original price and still make a huge profit. Ask family and friends for book donations and sell them.
- **Candygrams.** Items such as caramels, hard candy, and chocolate can make great profits at any time, but especially during the holiday season. Sell low-priced bags of candy with a short note written from the buyer and deliver them to the specific person's mailbox.

Fundraising

- **Host a Party.** Parties are a great way to raise money, especially during the holiday season. Hosting a Halloween Costume Party can generate a huge revenue, but only with great advertising. Hosting a Theme Party (e.g. Valentine's, '70s, '80s, '90s clothing, Alice in Wonderland, Arabian Nights, etc.) can also be fun and unique.
- **Selling artwork.** If you are talented in arts, consider using your talent for making profit. Sell art pieces to local community members. This doesn't have to be a one-time event, you can start a whole business.
- **Teach a Class.** Do you have a special skill or interest you could teach your friends, family, or local community? Teach an in-person or online class for a low yet profitable fee. Here are a few suggestions: crocheting, yoga, cooking, painting, or coding.

Following this guide can help you get started with fundraising for the conference. Start early, plan carefully, and adjust your strategies accordingly. For more information, visit our [website](#) or email us at info@worldprehealthconference.org.

Also, feel free to reach out to our finance team at finance@worldprehealthconference.org for any help or advice. WPC is working with some affinity groups and local organizations to sponsor first-generation, low-income, and minority students. If you are in need of financial assistance, please fill out the financial aid form as soon as possible to get the maximum amount of aid.

