

### **Budget Template for Meetings**

The following items should be considered when planning a budget for a meeting. Although sponsorship/grant money is sought to support most meetings, unless secured from the offset, it should not normally be included in the income. Registration fees should be calculated to cover the expenses of the meeting. The break-even point of a meeting should be based on the lowest number of delegates expected to attend the meeting.

<b>Number of Attendees</b>	<b>50</b>	<b>100</b>	<b>150</b>	<b>172</b>
<b>EXPENDITURE</b>				
Hire of Lecture Theatre & other rooms*				
Projectionist				
(please contact the Conference Office for these rates)				
Tea/Coffee/Biscuits				
Marketing				
Speaker/delegate lunch*				
Abstract book				
Wine reception*				
Speaker expenses				
Stationery				
Conference Office support*				
<b>Total Expenditure</b>				
<b>INCOME</b>				
<i>Delegate Registration Fees:</i>				
Fellow				
Non Fellow				
Student				
Retired				
<b>Total Income</b>				
<b>Surplus/loss</b>				
<b>*If appropriate</b>				