

## **BUDGET FOR EUCEN CONFERENCES**

<b>Host University:</b>	<b>Date:</b>	<b>Coordinator:</b>
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<b>EXPENDITURE</b>	<b>€</b>	<b>Comments</b>
<b>Administration (Conference secretariat)</b>		
· Staff (and/or students)*		
· Office supplies		
· Website		
· Photocopying		
· Postage		
· Telephone, fax, etc.		
· Other (please specify)		
SUB-TOTAL:		
<b>Preparation</b>		
· Equipment		
· Staff (and/or students)*		
· Leaflet, other advertising materials (design, printing, etc)		
· Postage of advertising		
· Travelling (EUCEN contact & any others)		
· Other (please specify)		
SUB-TOTAL:		
<b>Event</b>		
· Reception facilities		
· Speakers' expenses (if necessary)		
· Hire of rooms		
· Hire of equipment		
· Two free places for EUCEN ( <b>NOTE 1</b> )		
· Transport		
· Other (please specify)		
SUB-TOTAL:		
<b>Follow-up</b>		
· Publication of proceedings		
· Other (please specify)		
SUB-TOTAL:		
<b>Miscellaneous</b>		
· EUCEN overhead		
SUB-TOTAL:		

<b>TOTAL FIXED COSTS:</b>		
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<b>Variable Costs</b>	<b>Per 100 people</b>	<b>Per person</b>	<b>Comments</b>
· Badges, folders, bags, etc			
· Coffee/Tea Breaks			
· Lunches			
· Dinner			

<b>TOTAL VARIABLE COSTS:</b>		
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<b>TOTAL COSTS:</b>		
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\* Please attach details: number of hours, persons, salaries, fees, etc.

<b>INCOME (NOT INCLUDING FEES)</b>	<b>€</b>	
· Host University's contribution		
· Sponsorship		
· Project income (please specify):		
Project 1 -		
Project 2 -		
Project 3 -		
· Other (please specify)		
<b>TOTAL INCOME:</b>		

<b>INCOME FROM PARTICIPANTS</b>	<b>Amount per person</b>	<b>€ Total</b>	<b>Number of people</b>
· EUCEN ( <b>NOTE 2</b> )			2 (places at meals only rate)
· Members Early Bird			
· Members late			
· Non-members Early Bird			
· Non-members late			
· Accompanying persons			
<b>TOTAL INCOME:</b>			

<b>SUMMARY</b>	<b>€</b>	
· Total expenditure		
· Total income (not including fees)		
· Total Fee income (fees)		
<b>SURPLUS/DEFICIT</b>		

**NOTE 1:** the President and General Secretary of EUCEN have a free place.

**NOTE 2:** the Executive Secretary and Executive Officer of EUCEN pay only the meals.