

The organizers should plan a realistic conference budget as described in the format given in the Annexure below.

Conference Budget Estimates

REVENUES

Registration
Sponsorships
Exhibitors
Other Revenue
Proceedings
Any other
TOTAL REVENUES

EXPENSES

Meals/Breaks
Social Events
Reception/Events/Tours
Travel/Lodging
Program Committee, ICEG Staff and other recommended guests
• Supplies, Printing & Publicity
• Postage and Delivery
• Registration & Kit
• Awards & Mementos
• Services to delegates & exhibitors
• Facilities & Equipments
• Volunteers
• Security
•
Conference Management
Proceedings Expense
• Editing
• Printing & Production
• Electronic Review System
Any other
TOTAL EXPENSES

SURPLUS