

SAMPLE CONFERENCE BUDGET

Typical two-day conference		BUDGET				
	Item	Number of delegates	Number of occasions	amount per delegate (£)	total (£)	
EXPENDITURE (£)						
1) Staff costs / room hire	Custodian and AV support staff costs Alison Richard Building	1	8	£35.00		<i>only after hours, e.g. wine</i>
	Assistance for registration	1	2	£10.08	£20.16	
Travel	2) Travel costs are estimated using internet website, eg. Expedia. Costs are based on economy rail or air fares and include ground travel in UK only.					
	Speaker A (London): rail fare + taxi from station	1	1	£50.00	£50.00	
	Speaker B (Oxford), Speaker C (Birmingham)	2	1	£80.00	£160.00	
	Speaker D, E (continental European cities)	2	1	£250.00	£500.00	
	Speaker F (US)	2	1	£750.00	£1,500.00	
Accommodation	<i>Accommodation Price is based on College room rates. These can be reduced significantly if organisers' colleges can provide discounted rates.</i>					
	Speakers A, B, C - one night	3	1	£65.00	£195.00	
	Speakers D, E - two nights	2	2	£65.00	£260.00	
	Speaker F - 3 nights	2	3	£65.00	£390.00	
Catering	Tea/coffee (including VAT)	40	4	£2.76	£441.60	
	Lunch (including VAT)	40	2	£8.10	£648.00	
	College Dinner (for speakers, chairs, conveners)	15	1	£40.00	£600.00	
Filming	sample cost per lecture: 2hrs filming, 2hrs editing	4	1	£16.00	£64.00	
				SUM	£4,828.76	
Contingency	10% of expenditure				£482.88	
				TOTAL	£5,311.64	
INCOME (£)						
	Grants from other sources, e.g., departmental, BA, AHRC, Wellcome, provisional or confirmed.				£2,000.00	
3) Delegate fees	Full fee delegate	15	1	£50.00	£750.00	
	Reduced fee delegate	10	1	£25.00	£250.00	
INCOME (in kind)	administrative assistance CRASSH staff				£2,500.00	
				TOTAL	£3,000.00	
BALANCE	4) CRASSH financial contribution				£2,311.64	
Notes:	<p>1) These are costs incurred for a typical two-day conference at the CRASSH facilities in the Alison Richard Building, including a Saturday. Costs may vary according to which days of the week the conference is taking place, whether there are any evening events scheduled and whether the conference is happening in or out of term.</p> <p>2) Travel: Speakers must book their own return travel. Their expenses are reimbursed (in Euros, US dollars, or GBP cheques) after the conference. All claims should be accompanied by receipts. Please note that it is CRASSH policy not to pay honoraria or finance publications.</p> <p>3) It is CRASSH policy to set student delegate fees at a rate to approximately cover the cost of catering, and then double the amount for the full delegate fees.</p> <p>4) CRASSH financial contribution: we can contribute up to a maximum of £2,500 per two-day event (£1,300 for one-day). For an event of this size, organisers would need, typically, to find additional funding to cover some costs to ensure that the CRASSH contribution does not exceed the maximum of £2,500. Any unspent sums below the maximum agreed revert to the CRASSH conference support fund.</p>					