

## Conference Budget Worksheet

Please use this worksheet to develop your budget for your proposed CSWR Spring Conference.

### Step 1: Please estimate costs associated with hosting presenters.

Be sure to consider the following questions when estimating costs:

- How many presenters will you invite?
- How many presenters will have to travel to Cambridge, and will they be driving, flying or using another form of transportation?
- For how many days will we be hosting them at a hotel?
- How much of an honorarium will you pay your keynote speaker, if any?

The following may help you estimate costs:

- Flights, trains or buses: Use a travel website to estimate the costs of travel for each presenter.
- Driving cost: If a presenter is driving to and from Cambridge, the University will reimburse mileage at a rate of \$0.56 per mile.
- Hotels: A room at the nearby Sheraton Commander costs between \$150 and \$250 per night.
- Ground transportation: A round-trip taxi ride between Logan airport and Cambridge is approximately \$70.
- Honoraria: Typically, the University only pays an honorarium for a keynote speaker (not for other conference presenters). This usually ranges between \$250 and \$500.

Please fill out the table below with your estimated costs:

Airfares	
Train or bus fares	
Mileage reimbursements	
Hotels	
Ground transportation	
Honoraria	
TOTAL:	

### Step 2: Please estimate the costs associated with each conference day.

Be sure to consider the following questions when estimating costs:

- How many meals will you provide each day for conference attendees?
- How many attendees do you expect at each event/meal?
- Are you planning a public reception?

The following may help you estimate costs:

- Breakfast (catered in): \$8 per person
- Lunch (catered in): \$10 to \$12 per person
- Lunch (at a restaurant): \$30 per person
- Dinner (catered in): \$30 per person
- Dinner (at a restaurant): \$65 per person
- Reception: \$250 to \$450

Please fill out the table below with your estimated costs:

Breakfasts	
Lunches	
Dinners	
Receptions	
TOTAL:	

**Step 3: Please help us estimate overhead costs.**

The CSWR will calculate an overhead charge to cover Center costs associated with your conference based on the number and types of events you plan to hold.

- 1) Do you need audio-visual support for any of the conference sessions? If yes, are any of these sessions going to be held after regular business hours (M-F, 9 to 5)?
- 2) Do you need student-worker support for the planning and execution of the conference? How many hours of assistance do you anticipate needing?
- 3) What are your printing and photocopying needs for the conference?
- 4) Do you wish to have your event photographed?

