

CONFERENCE BUDGET WORKSHEET

BUDGET

Conference Title:

Southeast Con 2021

Instructions:

Please begin Conference budgeting process using the Bud

Conference Dates:

From:

10-Mar-21

Conference Acronym:

0

To:

14-Mar-21

Location:

Atlanta, GA

CONFERENCE NUMBER

45413

Note:

This worksheet page will automatically populate the Budget

BUDGET

2500	SURPLUS	25,160.46	2500	SURP
1300	TOTAL RECEIPTS (Incl. Loans & VAT)	322,425.00	1300	TOTAL
2200	TOTAL OUTLAYS	297,264.54	2200	TOTAL

REVENUE / EXPENSE/ SURPLUS ANALYSIS

	LOANS		
Conference Revenue	10,000.00	292,135.00	Confere
Tutorial Revenue		7,790.00	Tutorial
Exhibits Revenue		22,500.00	Exhibits
TOTAL REVENUE		322,425.00	TOTAL
Conference Expense	10,000.00	289,264.54	Confere
Tutorial Expense (See Tutorial Expense below plus Tutorial related Food & beverages)		6,000.00	Tutorial related Food
Exhibits Expense (See Exhibits Expense below plus Exhibits Related Food & Beverages)		2,000.00	Exhibits Related Food
TOTAL EXPENSE		297,264.54	TOTAL

Conference Surplus	2,870.46
Tutorial Surplus	1,790.00
Exhibits Surplus	20,500.00
TOTAL SURPLUS	25,160.46

Conferer
Tutorial
Exhibits
TOTAL

REVENUE:				BUDGET	
TOTAL CONFERENCE REVENUE (Without Loans)				312,425.00	
TOTAL REGISTRATION FEES, TUTORIALS, SYMPOSIUMS				239,925.00	
1000	Conference Registration Fees			922	\$ 232,135
			# Units	Amount Per	Total Amount
1010	Registration-Member		324		135,740.00
	<i>Subtotal Adv. Member</i>		324		135,740.00
1011	Advance- Auther		100	495.00	49,500.00
1012	Advance- No Paper		224	385.00	86,240.00
1013	Advance- 1 Day		0	0.00	0.00
1014	Advance- Other		0	0.00	0.00
	<i>Subtotal At Conf. Member</i>		0		0.00
1015	At Conf. Regular- Auther		0	0.00	0.00
1016	At Conf. Regular- No Paper		0	585.00	0.00
1017	At Conf. Regular- 1 day		0	0.00	0.00
1018	At Conf. Regular- Other		0	0.00	0.00
1020	Registration- Nonmember		0		0.00
	<i>Subtotal Adv. Nonmember</i>		0		0.00
1021	Advance- Full (Author)		0	625.00	0.00
1022	Advance- Limited (No Paper)		0	495.00	0.00
1023	Advance- 1 Day		0	0.00	0.00
1024	Advance- Other		0	0.00	0.00
	<i>Subtotal At Conf. Nonmember</i>		0		0.00
1025	At Conf. Regular- Full		0	0.00	0.00
1026	At Conf. Regular- Limited		0	725.00	0.00
1027	At Conf. Regular- 1 day		0	0.00	0.00
1028	At Conf. Regular- Other		0	0.00	0.00
1030	Papers		0		0.00
	<i>Subtotal Adv. Reduced rate</i>		0		0.00
1031	Advance- Full		0	0.00	0.00

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1032	Advance- Limited		0	0.00	0.00
1033	Paper Change		0	75.00	0.00
1034	Paper Fee IEEE Member		0	150.00	0.00
1035	Paper Fee IEEE Non-member		0	200.00	0.00
	Subtotal At Conf. Red. Rate		0		0.00
1036	At Conf. Regular- Full		0	0.00	0.00
1037	At Conf. Regular- Limited		0	0.00	0.00
1038	At Conf. Regular- 1 day		0	0.00	0.00
1039	Author		0	0.00	
1040	At Conf. Regular- Other		0	0.00	0.00
1050	Registration- Student Member		461		67,085.00
	Subtotal Adv. Student member		411		59,085.00
1051	Advance- Full		401	135.00	54,135.00
1052	Advance- Limited		0	0.00	0.00
1053	Advance- 1 Day		0	0.00	0.00
1054	Advance- Student Author		10	495.00	4,950.00
	Subtotal At Conf. Student Mem.		50		8,000.00
1055	At Conf. Regular- Full		50	160.00	8,000.00
1056	At Conf. Regular- Limited		0	0.00	0.00
1057	At Conf. Regular- 1 day		0	0.00	0.00
1058	At Conf. Regular- Other		0	0.00	0.00
1060	Registration- Student Nonmember		0		0.00
	Subtotal Adv. Student Nonmember		0		0.00
1061	Advance- Full		0	0.00	0.00
1062	Advance- Limited		0	0.00	0.00
1063	Advance- 1 Day		0	0.00	0.00
1064	Advance- Other		0	0.00	0.00
	Subtotal At Conf. Student Nonmem.		0		0.00
1065	At Conf. Regular- Full		0	0.00	0.00
1066	At Conf. Regular- Limited		0	0.00	0.00
1067	At Conf. Regular- 1 day		0	0.00	0.00
1068	At Conf. Regular- Other		0	0.00	0.00
1070	Registration- Society Member (R3 Member)		94		27,115.00
	Subtotal Adv. Society member		89		25,365.00
1071	Advance- Full		89	285.00	25,365.00
1072	Advance- Limited		0	0.00	0.00
1073	Advance- 1 Day		0	0.00	0.00
1074	Advance- Other		0	0.00	0.00
	Subtotal At Conf. Society Member		5		1,750.00
1075	At Conf. Regular- Full		5	350.00	1,750.00
1076	At Conf. Regular- Limited		0	0.00	0.00
1077	At Conf. Regular- 1 day		0	0.00	0.00
1078	At Conf. Regular- Other		0	0.00	0.00
1080	Registration- Life Member		7		945.00
	Subtotal Adv. Life Member		7		945.00

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1081		Advance- Full		7	135.00	945.00
1082		Advance- Limited		0	0.00	0.00
1083		Advance- 1 Day		0	0.00	0.00
1084		Advance- Other		0	0.00	0.00
		Subtotal At Conf. Life Member		0		0.00
1085		At Conf. Regular- Full		0	0.00	0.00
1086		At Conf. Regular- Limited		0	0.00	0.00
1087		At Conf. Regular- 1 day		0	0.00	0.00
1088		At Conf. Regular- Other		0	0.00	0.00
1090		Special Registration		36		1,250.00
1091		Exhibits Only (Spouse Adv)		5	200.00	1,000.00
1092		Spouse/Guest (On-site)		1	250.00	250.00
1093		Other (Observer)		0	0.00	0.00
1094		Complimentary		30	0.00	0.00
1100		Miniconferences/Symposiums		0		0.00
1101		Advance- Single		0	0.00	0.00
1102		Advance- Multi		0	0.00	0.00
1103		Advance- Other		0	0.00	0.00
1104		Regular- Single		0	0.00	0.00
1105		Regular- Multi		0	0.00	0.00
1106		Regular- Other		0	0.00	0.00
1200		Tutorial Fees		49		7,790.00
1201		General Fees		0	0.00	0.00
1203		Advance - Member		20	200.00	4,000.00
1204		Advance - Nonmember -		10	250.00	2,500.00
1205		Advance - Student Member		10	20.00	200.00
1206		Advance - Student Nonmember		5	25.00	125.00
1207		Advance - Other		0	0.00	0.00
1208		Regular- Single		0	0.00	0.00
1209		Regular- Multi		0	0.00	0.00
1210		Regular- Other		0	0.00	0.00
1211		At Tutorial - Member		1	400.00	400.00
1212		At Tutorial - Nonmember		1	500.00	500.00
1213		At Tutorial - Student Member		1	30.00	30.00
1214		At Tutorial - Student Nonmember		1	35.00	35.00
1215		At Tutorial - Other		0	0.00	0.00
1216		Tutorial Notes (sales)		0	0.00	0.00
1217		Other		0	0.00	0.00
1300		Conf Publication Sales		0		0.00
1301		Paper, Members		0	150.00	0.00
1302		Paper, Non Members		0	200.00	0.00

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LOANS					16,000.00
TOTAL CONFERENCE OUTLAYS (Without Loans)					281,264.54
2000	Management/Services				7,000.00
2002	Internal General				7,000.00
2004	External General				0.00
2100	Registration Expense				8,880.00
2101	EDAS				7,880.00
2102	Badges/tickets/evaluations				1,000.00
2200	Promotion				5,000.00
2201	Announcement				0.00
2202	First Call For Papers				1,000.00
2203	Call For Papers				1,000.00
2204	Advance Program				0.00
2205	Final Program				0.00
2206	Advertisements				3,000.00
2207	Other				0.00
2300	Exhibit/Vendor				2,000.00
		Total Exhibit/vendor Expense			
2301	Vendor Program	SUBTOTAL	Exhibitors	Rate	0.00
2302	Table Setup - Thursday				0.00
2303	Table Setup - Friday				0.00
2304	Table Setup - Saturday				0.00
2305					0.00
2306					0.00
2307	On-Site Costs	SUBTOTAL			0.00
2308	Space rental				0.00
2309	Security				0.00
2310	Insurance				0.00
2311	Mgmt Fee				0.00
2312					0.00
2313	Other	SUBTOTAL			2,000.00
2314	Exhibitor Directory				0.00
2315	Advertising				
2316	Transport				0.00
2317	Dryage				0.00
2318	Carpet				0.00

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2000	Manager
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2319		Flyers				0.00
2320		Bags				2,000.00
2321		Other				0.00
2350	Tutorial Expenses	Num of Tutorials =	0	Days	Rate	6,000.00
2351		Total Tutorial Speaker Fees		4		6,000.00
2352		Speaker Full day		4	1,500.00	6,000.00
2353		Speaker Full day		0	0.00	0.00
2354		Speaker -- Half day			0.00	0.00
2355		Speaker -- Half day			0.00	0.00
2356		Travel Expense			0.00	0.00
2357		Total Tutorial 'Other' Expenses (Please List)				0.00
2358		Tutorial Signage		0	0.00	0.00
2359		Audio Visual Equip/labor		0	0.00	0.00
2360		Adv Tutorial registration expense		0	0.00	0.00
2361		At Tutorial registration Expense		0	0.00	0.00
2362		Computer expenses		0	0.00	0.00
2363		Notes expense		0	0.00	0.00
2364		Space Rental		0	0.00	0.00
2365		Tutorial Advertising		0	0.00	0.00
2366		Other Tutorial Expense:		0	0.00	0.00
2400	Technical Digest (Pre Conference/Tutorial)					0.00
2401		Paper				0.00
2402		CD Rom				0.00
2403		Shipping				0.00
2500	Proceedings (At or Post Conference/Tutorial)					0.00
2501		Paper				0.00
2502		CD Rom				0.00
2503		Shipping				0.00
2600	Conference Local Arrangements					28,500.00
2601		Audio-Visual				22,000.00
2602		Music licensing fees				0.00
2603		Ops. Room Equipment				0.00
2604		Signage				500.00
2605		On-site Temps				1,000.00
2606		Security				0.00

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2736	2	Break	1	15	\$ 11.75	176.25
2737	3	Break	1	150	\$ 11.75	1,762.50
2738	4	Break	1	150	\$ 11.75	1,762.50
2739	5	Break	1	300	\$ 11.75	3,525.00
2740	6	Break	1	300	\$ 11.75	3,525.00
2741	7	Break	1	150	\$ 11.75	1,762.50
2742	8	Break				0.00
2743	9	Break				0.00
2744	10	Break				0.00
2745	11	Break				0.00
2746	12	Break				0.00
2747		** Exhibits related Breaks				0.00
2748		** Exhibits related Breaks				0.00
2749		* Tutorial related Break				0.00
2750		* Tutorial related Break				0.00
2751		* Tutorial related Break				0.00
2752						0.00
2753		Other F & B activities	0	0	0.00	0.00
2754			0	0	0.00	0.00
2755		* Tutorial related Break	0	0	0.00	0.00
2756		** Other Exhibits related Social Functions	0	0	0.00	0.00
2800	Program					0.00
2801		Special Speakers Fee				0.00
2802		Special Speakers Travel				0.00
2803		Program Speaker Fees				0.00
2804		Program Speaker Travel				0.00
2805		Other Program Production				0.00
2806		Paper Review				0.00
2900	Conference Administration					15,780.00
2901		Credit Card Fees				14,280.00
2902		Bank Fees				0.00
2903		Travel Grants & Awards				0.00
2904		Insurance & Bonding				0.00
2905		Printing/Duplication				300.00
2906		Postage				100.00
2907		Office Supplies				1,000.00
2908		Freight Shipping				100.00
2909		Grant G&A				0.00
2910		Phone Fax				0.00

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2911		Admin Services				0.00	2911			
2912		Staff travel				0.00	2912			
2913		Other				0.00	2913			
2950	Society Admin Fee						0.00	2950	Society	
2951		Society Admin Fee				0.00	2951			
2975	Audit Fee						1,293.54	2975	Audit Fe	
If IEEE is doing the audit, manually enter the EST FEE number below into the grey box on the right										
2976		Audit Fee (.6% of rev. or exp. whichever is greater)	EST FEE .6%	\$	1,874.55	1,293.54	2976			
3000	Committee					Hours	Per Hour	9,150.00	3000	Committ
3001		OC & TPC Gifts				750.00	3001			
3002		OC Attire				300.00	3002			
3003		Travel				600.00	3003			
3004		Meetings, Conf Calls				0.00	3004			
3005		Secretary Hours	0	0.00		0.00	3005			
3006		Committee Dinner	0	0.00		0.00	3006			
3007		Committee Social Event	0	0.00		0.00	3007			
3008		Student Volunteers	0	0.00		0.00	3008			
3009		Other (Hardware Competition Fields and baseline robot)				7,500.00	3009			
3050	Value Added Tax (VAT) Owed						0.00	3050	Value Ac	
3051		VAT				0.00	3051			
3100	Miscellaneous						8,000.00	3100	Miscella	
3101		IEEE Society Advance Loan Repayments				5,000.00	3101			
3102		IEEE Section Advance Loan Repayments				5,000.00	3102			
3104		CONFERENCE ADMIN FEES (% of Meeting Expenses)				0.00	3104			
3105		Contingency (for Budget Only)				5,000.00				
3106		Other(Specify) Hospitality Suite				3,000.00	3106			

BUDGET

HOTEL ROOMS BLOCKED

HOTEL 1	DAYS	# OF ROOMS	RM RATE	DATES	127,090	HOTEL 1
Day 1	Wednesday	23	179	3/10/2021	4,117	Day 1
Day 2	Thursday	193	179	03/11/21	34,547	Day 2
Day 3	Friday	243	179	03/12/21	43,497	Day 3
Day 4	Saturday	243	179	03/13/21	43,497	Day 4
Day 5	Sunday	8	179	03/14/21	1,432	Day 5
Day 6					-	Day 6
Day 7					-	Day 7

HOTEL 2	DAYS	# OF ROOMS	RM RATE	DATES	-	HOTEL 2
Day 1					-	Day 1
Day 2					-	Day 2
Day 3					-	Day 3
Day 4					-	Day 4
Day 5					-	Day 5
Day 6					-	Day 6
Day 7					-	Day 7

HOTEL 3	DAYS	# OF ROOMS	RM RATE	DATES	-	HOTEL 3
Day 1					-	Day 1
Day 2					-	Day 2
Day 3					-	Day 3
Day 4					-	Day 4
Day 5					-	Day 5
Day 6					-	Day 6
Day 7					-	Day 7

HOTEL 4	DAYS	# OF ROOMS	RM RATE	DATES	-	HOTEL 4
Day 1					-	Day 1
Day 2					-	Day 2
Day 3					-	Day 3
Day 4					-	Day 4
Day 5					-	Day 5
Day 6					-	Day 6
Day 7					-	Day 7

GRAND TOTALS	TOTAL DAYS	# OF ROOMS	RM RATE	DATES	127,090	GRAND TOT/
Day 1				03/10/21	4,117	Day 1
Day 2				03/11/21	34,547	Day 2
Day 3				03/12/21	43,497	Day 3
Day 4				03/13/21	43,497	Day 4

	Day 5				03/14/21	1,432
	Day 6					-
	Day 7					-
						-

	Day 5
	Day 6
	Day 7

**IEEE CONFERENCE DETAILED FINANCIAL REPORT - PART I: REVENUE
IEEE SPONSORED or CO-SPONSERED CONFERENCES**

This form should be completed only for IEEE sponsored or cosponsored Conferences. The care taken in filling out this report will lead to a more accurate projection of your Conference's net surplus or loss.

NOTE: All revenue items may be expressed in either U.S. Dollars or in local currency.

Conference Title:		IEEE Southeast Con 2021					
Conference Number:		45413		Conference Acronym:		0	
10-Mar-21	To:	14-Mar-21	Location:		Atlanta GA		

PLEASE FILL OUT GREY SHADED AREAS IF NOT USING THE BUDGET WORKSHEET - INSTRUCTIONS BELOW

REGISTRATION FEES	CLICK HERE for INSTRUCTIONS for REVENUE PAGE - DROP DOWN WINDOW									
	BUDGET			INTERIM			FINAL/ ACTUAL			
	Quantity	FEE	Budget	Quantity	FEE	Interim Report	Quantity	FEE	Final Report	
In Advance- Members	324	418.95	135,740.00	0	0.00	0.00	0	0.00	0.00	
In Advance-Nonmem.	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
In Advance-Red. Rate	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
In Advance-Student Member	411	143.76	59,085.00	0	0.00	0.00	0	0.00	0.00	
In Advance-Student Nonmember	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
In Advance-Society	89	285.00	25,365.00	0	0.00	0.00	0	0.00	0.00	
In Advance-Life Member	7	135.00	945.00	0	0.00	0.00	0	0.00	0.00	
At Conference-Member	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
At Conf-Nonmember	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
At Conf-Red. Rate	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
At Conf-Student member	50	160.00	8,000.00	0	0.00	0.00	0	0.00	0.00	
At Conf-Student Nonmember	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
At Conf-Society	5	350.00	1,750.00	0	0.00	0.00	0	0.00	0.00	
At Conf-Life Member	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
Tutorial Fees	49	158.98	7,790.00	0	0.00	0.00	0	0.00	0.00	
Miniconferences/Symposiums	0	0.00	0.00	0	0.00	0.00	0	0.00	0.00	
Other	6	208.33	1,250.00	0	0.00	0.00	0	0.00	0.00	
Total			239,925	Total			-	Total		-

CONF. PUBLICATIONS SALES	BUDGET			INTERIM			FINAL		
	Quantity	X FEE	= Budget	Quantity	X FEE	= Interim Report	Quantity	X FEE	= Final Report
To IEEE HQ.	0	0.00	= 0.00	0	0.00	= 0.00	0	0.00	= 0.00

To Members	0	150.00	=	0.00	0	0.00	=	0.00	0	0.00	=	0.00
To Nonmembers	0	200.00	=	0.00	0	0.00	=	0.00	0	0.00	=	0.00
Videotapes & CD-ROM MEMBER	0	0.00	=	0.00	0	0.00	=	0.00	0	0.00	=	0.00
Videotapes & CD-ROM NON MEMBER	0	0.00	=	0.00	0	0.00	=	0.00	0	0.00	=	0.00
Other Publicat. Sales(page chgs)	0	0.00	=	0.00	0	0.00	=	0.00	0	0.00	=	0.00
Total				-				-				-

	BUDGET			INTERIM			FINAL		
EXHIBITS	Quantity	X FEE	= Budget	Quantity	X FEE	= Interim Report	Quantity	X FEE	= Final Report
Exhibits	25	900.00	= 22,500.00	0	0.00	= 0.00	0	0.00	= 0.00
Total			22,500.00			0.00			0.00

SOCIAL EVENT	BUDGET		INTERIM		FINAL	
(Itemize by event on separate sheets.)	Total	0.00	Total	0.00	Total	0.00

GRANTS, DONATIONS	Total	0.00	Total	0.00	Total	0.00
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ALL OTHER	(LIST HERE OR ATTACH DETAILS.)					
	BUDGET		INTERIM		FINAL	
Interest		0.00		0.00		0.00
Corporate Support		50,000.00		0.00		0.00
Other (specify)		0.00		0.00		0.00
Total		50,000.00	Total	0.00	Total	0.00

TOTAL REVENUE	312,425.00	0.00	0.00
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NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER ("SUMMARY REPORT", "PART I: REVENUE", "PART II: EXPENSE" AND "SOCIAL FUNCTIONS").

RETURN TO: IEEE CONFERENCE SERVICES
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 OR EMAIL: conference-finance@ieee.org OR FAX: +1 732 981 1769

Keep a copy for your records