

COSTS

Speaker(s)	<p>Are you covering all/some of the speaker's costs? (Specify how many UK & Europe or elsewhere for speaker cost purposes etc.)</p> <p>Regardless of available budget, the University will only reimburse economy travel costs.</p> <p>*Honorariums are rarely ever paid.</p>
Venue(s)	Where is the conference going to take place?
	What are your college/venue costs?
	How much is the hire of the lecture theatre?
	How much is the hire of the breakout rooms?
	Accessibility - will there be a separate registration area? Is there a cost for this?
AV	How much is the hire of the AV equipment, photographer, technical support and post-production editing?
Catering	Will you be offering lunch - how much will this cost?
	Will you be offering Tea & Coffee breaks during your event, if so how many? (E.g. registration tea/coffee, 1x morning, 1x afternoon)
	Will you be hosting a dinner - how much for dinner p/person? (Remember to factor in wine per glass/per person when calculating your dinner cost – roughly half a bottle per person)
	Are you planning on 1 or 2 dinners over the conference?
	Will there be a separate 'speaker's dinner' not being held at the college?
	Will you be having a drinks reception at any point – how many people do you anticipate? How much will this cost?
Accommodation	If accommodation is required - how much is the accommodation p/night?
	Is there an overall accommodation fee from the college/venue that includes a B&B cost p/night?
Other Costs	<p>A research assistant:</p> <ul style="list-style-type: none"> – What support will they give you? – How many hours will you need them for? (est £20 p/hr incl employers cots.)

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	<p>Printing / photocopying & distribution costs:</p> <ul style="list-style-type: none">– Will the printing be done at the print room, or externally? If additional stationery needs to be ordered speak to the Finance Assistant about placing an order with our regular suppliers.– Will you want specific conference materials printed? E.g. conference bags, folders etc. with logos. It is strongly recommended that you use the University Print Studio which provide good value for money and are very familiar with University needs. Contact them in advance for a quote and a timescale. If you choose to use an external supplier always get a quote and send them a purchase order (raised by Finance) in advance.
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