

## EAAE 2022 General Assembly and Annual Conference – Guideline and Budget Template

- > The conference fee should cover all costs regarding infrastructure, an opening reception, a dinner (usually after the General Assembly), two lunches, and all coffee breaks. Based on previous years, a registration fee of approx. EUR 400 would be adequate. A discount for early registration could be considered.
- > The excursions are not covered by the conference fee and should be planned and budgeted separately.
- > The annual conference is to be documented through a proceedings publication. The cost regarding this publication must be part of the budget.
- > Other costs of the participants of the GA & AC such as travel, accommodation, and food (except for the meals mentioned above) must be born by the participants themselves or their schools. Therefore, the availability of inexpensive but appropriate travel and accommodation options will play a role when the venue is selected.
- > Keynote speakers' expenses for travel and accommodation are fixed as lump sum, and costs should be included in the budget.
- > Sponsored Guests are representatives of partner organizations of EAAE (ACE, ACSA, ARCC, ELIA, UIA). For these, registration fees are waived and (some) accommodation costs are covered. Please take note and include this in the budget.
- > EAAE will not cover extra-budget expenses.
- > All profits from the GA & AC (= income minus expenses) go to EAAE.

<b>INCOME</b>			
<b>REGISTRATION &amp; EXCURSION FEES</b>	<i>Fee</i>	<i>Number of participants</i>	<i>Total</i>
Regular member schools			
Introductory fee non-member schools			
Excursions			
...			
<b>SUPPORT - Sponsors</b>			<i>Total</i>
...			
<b>Total Income</b>			<b>0,00</b>

<b>EXPENSES</b>			
<b>KEYNOTE SPEAKERS</b>	<i>Lump Sum</i>	<i>Number of speakers</i>	<i>Total</i>
Keynote Speakers' Fees			
Keynote Speakers' Accomodations and/or travel expenses			
<b>SPONSORED GUESTS</b>			<i>Total</i>
...			
<b>PROCEEDINGS</b>			<i>Total</i>
Editing			
Layout			
Production			
...			
<b>MEALS</b>	<i>Cost per person</i>	<i>Number of participants</i>	<i>Total</i>
Opening reception			
Coffee breaks			
Lunches			
Conference Dinner			
<b>CORPORATE DESIGN</b>			<i>Total</i>
Graphic Design			
Website (programming, installation, management)			
<b>TECHNICAL ASSISTANCE</b>			<i>Total</i>
...			
<b>EXCURSIONS / TOURS</b>	<i>Cost per person</i>	<i>Number of participants</i>	<i>Total</i>
...			
<b>OTHER EXPENSES</b>			<i>Total</i>
...			
<b>Total Expenses</b>			<b>0,00</b>