

ASMI Annual Conference - Conference Budget

This template is intended as a guide to Annual Conference organisers. ASMI does not provide funds per se to the annual conference. Aim of conference organisers should be to break even or, if possible, make a surplus.

(a) Expenditure

<i>Item</i>	<i>Amount</i>
Estimated speakers's travel and accommodation costs	
Estimated catering costs	
Room/equipment hire	
Additional costs (please specify)	
Printing and publicity	
Student bursaries (value per bursary/number to be offered)	
Other (please specify)	
Total expenditure	£

(b) Income

<i>Item</i>	<i>Amount</i>
Conference fees (please see below for details)	
Full delegate fee £ <input type="text"/> No of delegates at full fee (estimated) <input type="text"/>	
Total income from full delegate fees	£
Reduced fee £ <input type="text"/> No of delegates at reduced fee (estimated) <input type="text"/>	
Total income from reduced delegate fees	£
Possible sources of funding and grants to be applied for:	
Other (please specify)	
Total income	£

N.B. ASMI Conference fees: speakers with the exception of invited/keynote speakers should pay a conference fee.

E.g. Annual Conference fees (2008):**a. ASMI members:**

two-day £ 40 (waged), £ 20 (unwaged); one-day £ 26 (waged), £ 14 (unwaged).

b. Non-members (reduced conference fee for new members):

Two-day £ 20 (waged), £ 10 (unwaged); one-day £ 13 (waged), £ 7 (unwaged)

In order to benefit from this reduced fee, non-members must join ASMI.

Membership rates for 2009 are: waged £ 33; Unwaged £ 18 (inclusive of yearly subscription to Modern Italy).

N.B. The annual membership and subscription is payable to Taylor and Francis and therefore not to be included in conference income.

For 2008 conference fees, see also ASMI website: <http://www.asmi.org.uk/conferences/>

Please contact ASMI Secretary for any queries/clarifications.