|  |  |  |
| --- | --- | --- |
| **REVENUE** | **DETAILS** | **TOTAL**  |
| Registration Fees | Provide number of anticipated registrants |  |
| Unrestricted Educational Grant* + sponsor #1
	+ sponsor #2
	+ sponsor #3
 |  |  |
| Other revenue* + specify each
 |  |  |
| **TOTAL REVENUE** | **$** |
|  |  |  |
| **EXPENSES** | **DETAILS** | **TOTAL**  |
| Faculty* + Accommodation
	+ Meals
	+ Travel, expenses
	+ Honoraria
 | Provide total faculty number and details related to travel and accommodation nights |  |
| Meeting Facility* + Rental
	+ Other
 |  |  |
| Equipment * + Audio Visual
	+ Other
 |  |  |
| Printing & Promotion |  |  |
| Food & Beverage | Provide individual subtotals regarding breakfast, lunch, dinner, and social events for registrants.Provide detail of the fee to be charged for accompanying guests (if applicable) to cover all associated costs (accommodation, meals, transportation, and/or social activities). |  |
| Administration Fees |  |  |
| Project Co-ordination / Meeting Planner |  |  |
| **TOTAL EXPENSES** | **$** |
|  |  |  |
| **NET PROFIT (LOSS)** | **$** |