# FEMS Meeting Organizer Grant - Budget Information

## Meeting

|  |  |
| --- | --- |
| Title: | Click or tap here to enter text. |
| Date: | Click or tap here to enter text. |
| Venue: | Click or tap here to enter text. |

IncomeAmounts in EUR only

|  |  |  |  |
| --- | --- | --- | --- |
| Registration fee |  |  |  |
| Regular/Professionals | € e.g. 123.45 |  | € e.g. 123.45 |
| Students  | € e.g. 123.45 |  | € e.g. 123.45 |
| Trade Exhibition |  |  | € e.g. 123.45 |
| Grants  | please tick: | applied | granted |  |
| 1 | FEMS Meeting Grant (requested amount) |[ ] [ ]  € e.g. 123.45 |
| 2 | Organising Society |[ ] [ ]  € e.g. 123.45 |
| 3 | University/Academy |[ ] [ ]  € e.g. 123.45 |
| 4 | Other, please specify: Click or tap here to enter text. |[ ] [ ]  € e.g. 123.45 |
| 5 | Other, please specify: Click or tap here to enter text. |[ ] [ ]  € e.g. 123.45 |
| Surplus on meals/accommodation |  | € e.g. 123.45 |
|  |  |  |
| **Total income** |  | **€** e.g. 123.45 |

Expenditure

### Accommodation / Hire Charges:

|  |  |
| --- | --- |
| Hire of Lecture Rooms | € e.g. 123.45 |
| Hire of Other Rooms | € e.g. 123.45 |
| Hire of Poster Boards | € e.g. 123.45 |
| Hire of Audio-Visual Equipment | € e.g. 123.45 |
| Audio-Visual Technicians | € e.g. 123.45 |
| Invited Speakers Travel | € e.g. 123.45 |
| Invited Speakers Accommodation / Meals | € e.g. 123.45 |

### Secretariat:

|  |  |
| --- | --- |
| Circulars | € e.g. 123.45 |
| Website | € e.g. 123.45 |
| Stationary / Photocopying | € e.g. 123.45 |
| Postage | € e.g. 123.45 |
| Telecom costs | € e.g. 123.45 |
| Secretarial Assistance | € e.g. 123.45 |
| Committee Travel | € e.g. 123.45 |

### Delegate Services:

|  |  |
| --- | --- |
| Programme / Abstracts Book | € e.g. 123.45 |
| Congress app (if applicable) | € e.g. 123.45 |
| Participants List / Maps, etc. | € e.g. 123.45 |
| Bags & Badges | € e.g. 123.45 |
| Conference Transport | € e.g. 123.45 |
| Receptions | € e.g. 123.45 |
| Conference Dinner | € e.g. 123.45 |
| Excursions | € e.g. 123.45 |
| Other (please specify): | € e.g. 123.45 |
| Laboratory Supplies (only for Workshop Applications) | € e.g. 123.45 |
| Contingency | € e.g. 123.45 |
|  |  |
| **TOTAL EXPENDITURE** | **€** e.g. 123.45 |