

FORM 2 – CLASS I TOPICAL MEETING BUDGET PREPARATION INSTRUCTIONS

CLASS I TOPICAL MEETING BUDGET PREPARATION

After you have completed FORM 1 – Questionnaire and received calendar placement, the next step is to work with ANS to send out a Request for Proposal (RFP) to identify select a hotel.

After the hotel is selected, a budget must be completed and approved before signing the contract.

REVENUE

ANS Staff will complete the revenue draft by including the number of expected attendees using information from the questionnaire and the same last Class I Topical Meeting final reconciled budget. We will use the same process for other revenue, i.e., exhibits, sponsorship, grants, etc.

EXPENSES

ANS Staff will start the expense draft by including the past meeting expenses, current pricing using the questionnaire and hotel, and other vendor current costs.

ANS Staff Labor will be included in the budget using past time if ANS staff managed meeting logistics or an estimated number of hours multiplied by \$40/per hour for all staff. Example 500 hours x \$40 = \$20,000.

Some expenses included in the past will now be part of staff labor. These lines are in the budget: Call for Papers, Meeting Flyers/Notices/Meeting Website/Papers Submission and Revenue Process.

The registration fee will include only the cost per registrant and the license fee. The processing fee is now in staff labor.

COMPLIMENTARY REGISTRATIONS

The planning committee must include any complimentary registrations, speaker fees, speaker travel as part of the “Other Expenses.” Typically, these expenses are for Plenary Speakers.

NET REVENUE

The prepared budget must be 15% positive, including a 10% (of revenue) contingency as an expense.

The revenue share is 75% ANS National / 25% ANS Division.

LOCAL SECTION PARTICIPATION

There is no longer a revenue share to local sessions. However, local section participation/contribution to the technical program, or technical tours, should always be considered when developing your meeting.

Local Section can be paid as part of the budget for work but would require a service that ANS Staff would contract out.

A division can extend any part of its net revenue share to a local section; however, this will not be part of the budget after the final budget reconciliation.