|  |  |  |  |
| --- | --- | --- | --- |
| **BUDGET FOR VIRTUAL MEETING** | | | |
|  | | | |
| **Please provide a brief explanation of what the plan is for your virtual event and attach a copy of the draft programme** | | | |
|  | | | |
|  | | | |
| **INCOME** | **BUDGET (GBP)** | **CONFIRMED (GBP)** | **ADDITIONAL DETAIL** |
| Registration fees |  |  |  |
| Advertising |  |  |  |
| Sponsorship |  |  |  |
| Grants |  |  |  |
| Other income |  |  |  |
| **Total budget income** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENDITURE** | **BUDGET (GBP)** | **CONFIRMED (GBP)** | **ADDITIONAL DETAIL** |
| **Marketing:** | | | |
| Publicity-advertising |  |  |  |
| Design costs (software/brochures) |  |  |  |
| **IT/software requirements:** | | | |
| Meeting website |  |  |  |
| Online registration system |  |  |  |
| Abstract submission software |  |  |  |
| Meeting software (eg Zoom) |  |  |  |
| Meeting app |  |  |  |
| Other [please provide details] |  |  |  |
| **Audio visual hire:** | | | |
| Mics/speakers/cameras |  |  |  |
| Screen/TV set or beamer |  |  |  |
| Spotlights |  |  |  |
| **Other:** | | | |
| Venue hire, eg for tech support |  |  |  |
| Prizes |  |  |  |
| Bank & credit card charges |  |  |  |
| Admin/secretarial expenses |  |  |  |
| Technical support during event |  |  |  |
| Other [please provide details] |  |  |  |
| **Total expenditure** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **SURPLUS OR LOSS** | **BUDGET (GBP)** | **CONFIRMED (GBP)** | **ADDITIONAL DETAIL** |
| Surplus or loss |  |  |  |