**BAAL Researcher Development Workshops**

**Sample financial plan (for guidance only)**

**Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Travel costs for keynote speakers[[1]](#footnote-1) | | |
| Speaker 1 | Flight (£…) + coach (£…) | £ |
| Speaker 2 | Train (£…) | £ |
| 2 | Subsistence | 2 speakers @ £… for 1 day | £ |
| 3 | Programme and abstract booklet | 25 copies @ £… | £ |
| 5 | Technical support | 10 hours @ £… | £ |
| 6 | Promotion |  | £ |
| **Total costs** | | | £ |

1. Please note that this is simply an example. The sample financial plan does **not** mean that one speaker has to travel by plane and coach, and the other by train. Means of transportation (if applicable and needed) should be chosen according to individual guests’ needs. [↑](#footnote-ref-1)