**BAAL / Cambridge University Press Seminar**

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

**Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Travel costs for keynote speakers[[1]](#footnote-1) | | |
| Speaker 1 | Flight (£…) + coach (£…) | £ |
| Speaker 2 | Flight (£…) + train (£…) | £ |
| Speaker 3 | Train (£…) | £ |
| Speaker 4 | Train (£…) | £ |
| 2 | Rooms for keynote speakers | 4 speakers @ £…/night for 1 night | £ |
| 3 | Subsistence | 25 delegates @ £…/day for 2 days | £ |
| 4 | Programme and abstract booklet | 25 copies @ £… | £ |
| 5 | Seminar dinner | 25 delegates @ £… | £ |
| 6 | Secretarial support | 20 hours @£… | £ |
| 7 | Technical support | 10 hours @ £… | £ |
| 8 | Room booking charge | 2 days @ £…/day | £ |
| 9 | Scholarship | 1 Scholarship @ £… | £ |
| 10 | Promotion |  | £ |
| **Total costs** | | | £ |

**Income**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Grants | Grant 1 | £ |
| Grant 2 | £ |
| 2 | Seminar fees[[2]](#footnote-2) | 5 @ £… (BAAL members / reduced rate – student, retired, unemployed) | £ |
| 10 @ £… (BAAL members / regular rate) | £ |
| 5 @ £… (Non-BAAL members / reduced rate – student, retired, unemployed) | £ |
| 10 @ £… (Non-BAAL members / regular rate) | £ |
| **Total income** | | | £ |

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 bus, another one by plane and train, the others by train. Means of transportation (if applicable and needed) should be chosen according to individual guests’ needs.

   In line with BAAL’s practice, honoraria are **not** eligible expenditures, and gift expenses are limited to a maximum of £50 per guest speaker. [↑](#footnote-ref-1)
2. There should be four different registration categories as indicated in this sample plan. [↑](#footnote-ref-2)