

# The New Academic



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## Conference Costs

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*The following is a list of common conference costs, some obvious, some often forgotten. The list is not intended to be either prescriptive or exhaustive, but provides a starting point for your conference budget.*

### Room Hire

- Conference venue (e.g. catering spaces, seminar and lecture rooms, etc.)
- Out-of-hours staffing (e.g. porter for weekend events)

### Catering

- Refreshment breaks
- Lunches
- Restaurant deposits for dinner bookings
- Wine receptions
- Out-of-hours venue + catering staffing

## **Stationary**

- Pens
- Notepads/ notepaper
- Name badges
- Conference folders
- Conference bags

## **Design, Printing & Postage**

- Conference poster + call for papers
- Delegate lists
- Conference programme
- Abstracts
- Biographical notes

## **Invited Speakers**

- Travel (incl. trains, flights, taxi, car travel, etc.)
- Accommodation
- Subsistence
- Fees

## **Administrative Services**

- Setting up and handling of (online) registration processes
- Institutional surcharges (sometimes per delegate)