

INPUT DATA



% on Total

FINANCE

Exchange rate

CZK / EURO

26,00

INCOME

Number of delegates (accomp persons EXCLUDED)

620

EARLY Registration

REGULAR

400

65%

STUDENT

150

24%

CORPORATE

50

8%

ONE DAY

0

0%

Speakers and guests

SPEAKERS, GUESTS, LOC

20

3%

Registration fees (incl VAT)

EARLY Registration

REGULAR

11 700,00 CZK

XXX

STUDENT

9 100,00 CZK

XXX

CORPORATE

14 300,00 CZK

XXX

ONE DAY

3 900,00 CZK

XXX

Sponsorship and exhibition (excl VAT)

700 000 CZK

EXHIBITION

500 000,00 CZK

XXX

SPONSORSHIP and GRANTS

200 000,00 CZK

XXX

COSTS

Coffee breaks

DAY

496

80%

Lunches

DAY

496

80%

Other

CONFERENCE BAGS

620

XXX

FIRST ANNOUNCEMENT

0

XXX

PROGRAMME BOOK

620

XXX

ABSTRACT BOOK

620

XXX



COMMENT:

INCOME



INCOME		Exchange rate (CZK/EUR):		26,00			
REGISTRATION FEES		No of paying delegates:		600	5 586 776,86 Kč		6 760 000,00 Kč
EARLY REGISTRATION		<i>Fee (CZK; excl VAT)</i>	<i>Fee (CZK; incl VAT)</i>	<i>Fee (EUR; incl VAT)</i>	<i>N Del</i>	<i>Tot (CZK; excl VAT)</i>	<i>Tot (CZK; incl VAT)</i>
REGULAR	early registration	9 669,42	11 700,00	450,00 €	400	3 867 768,60	4 680 000,00
STUDENT	early registration	7 520,66	9 100,00	350,00 €	150	1 128 099,17	1 365 000,00
CORPORATE	early registration	11 818,18	14 300,00	550,00 €	50	590 909,09	715 000,00
ONE DAY	early registration	3 223,14	3 900,00	150,00 €	0	0,00	0,00
SPONSORSHIP AND EXHIBITION						700 000,00 Kč	847 000,00 Kč
ESTIMATE		<i>Amount (CZK; excl VAT)</i>	<i>Amount (CZK; incl VAT)</i>	<i>Amount (EUR; incl VAT)</i>		<i>Tot (CZK; excl VAT)</i>	<i>Tot (CZK; incl VAT)</i>
		700 000,00	847 000,00	32 576,92 €	1	700 000,00	847 000,00
TOTAL INCOME						6 286 776,86 Kč	7 607 000,00 Kč



COMMENT:
Exchange rate EUR is only informative, it is subject of change according to valid exchange rate.

BUDGET/ COST ESTIMATE to date: 22.03.2017

■ PARTNER
■ OFFER VALIDITY TILL
■ CURRENCY
■ PAYMENT TERMS

CZK

VAT rate 1: 15%
 VAT rate 2: 21%
 exchange rate: 26,00



SERVICE	DESCRIPTION	VAT %	RATE Kč (excl VAT)	RATE EUR (excl VAT)	Day/No	X	nights/ days / hrs / pcs	TOTAL Kč (excl VAT)	TOTAL Kč (incl VAT)
MEETING SPACES, subtotal excl VAT			1 864 938,00 Kč	71 728,38 €					
details:									
TOTAL	Estimate, description attached	21%	1864938,00	71728,38	1,0	1,0	1,0	1 864 938,00	2256574,98
EXHIBITION AND POSTERS, subtotal excl VAT			300 000,00 Kč	11 538,46 €					
details:									
POSTERS AND STANDS	Will be updated	21%	300000,00	11538,46	1,0	1,0	1,0	300 000,00	363000,00
AV AND TECHNICAL EQUIP., subtotal excl VAT			500 000,00 Kč	19 230,77 €					
CONFERENCE ROOMS									
TOTAL	estimate	21%	500000,00	19230,77	1,0	1,0	1,0	500 000,00	605000,00
PRINTED AND ELECTRONIC MEDIA, subtotal excl V			270 700,00 Kč	10 411,54 €					
SIGNPOSTING									
SIGNPOSTING	signposting within the venue	21%	40000,00	1538,46	1,0	1,0	1,0	40 000,00	48400,00
PRINTED MEDIA AND GRAPHICS									
FIRST ANNOUNCEMENT	first announcement, electronic only	21%	1600,00	61,54	0,0	1,0	1,0	1 600,00	1936,00
FINAL PROGRAM	format A4,laminated paper, 48 pages, full color print	21%	90,00	3,46	620,0	1,0	620,0	55 800,00	67518,00
ABSTRACT BOOK	format A4,laminated paper, 48 pages, full color print	21%	90,00	3,46	620,0	1,0	620,0	55 800,00	67518,00
BADGES	badge for the delegates, exhibitors	21%	50,00	1,92	620,0	1,0	620,0	31 000,00	37510,00
CONFERENCE BAGS	conference bag, estimate	21%	75,00	2,88	620,0	1,0	620,0	46 500,00	56265,00
GRAPHIC WORKS	graphic for the first and second announcement, final program,	21%	40000,00	1538,46	1,0	1,0	1,0	40 000,00	48400,00
FOOD AND BEVERAGES, subtotal excl VAT			1 339 200,00 Kč	51 507,69 €					
details:									
COFFEE BREAK	Morning coffee break, price as of	15%	100,00	3,85	496,0	6,0	496,0	297 600,00	342240,00
COFFEE BREAK	Afternoon coffee break, price as of	15%	100,00	3,85	496,0	6,0	496,0	297 600,00	342240,00
LUNCH	Business lunch	15%	300,00	11,54	496,0	5,0	496,0	744 000,00	855600,00
SOCIAL PROGRAMME, subtotal excl VAT			198 400,00 Kč	7 630,77 €					
details:									
WELCOME RECEPTION	Tbd. Estimate	15%	400,00	15,38	496,0	1,0	496,0	198 400,00	228160,00
GALA DINNER	Tbd. Estimate	15%	2000,00	76,92	50,0	0,0	50,0	0,00	0,00
ICNT, LOC provision , subtotal excl VAT			350 000,00 Kč	13 461,54 €					
details:									
INVITED SPEAKERS	Estimate	21%	150000,00	5769,23	1,0	1,0	1,0	150 000,00	181500,00
LOC	Estimate	21%	200000,00	7692,31	1,0	1,0	1,0	200 000,00	242000,00
STAFF, subtotal excl VAT			126 000,00 Kč	4 846,15 €					
details:									
STAFF - REGISTRATION and HALLS	english speaking	21%	3000,00	115,38	6,0	7,0	6,0	126 000,00	152460,00
DELEGATE SERVICES, subtotal excl VAT			431 487,19 Kč	16 595,66 €					
details:									
BANK CHARGES	Estimate	21%	43987,19	1691,82	1,0	1,0	1,0	43 987,19	53224,50
WEBSITE OF THE CONGRESS	Creation of the website	21%	26500,00	1019,23	1,0	1,0	1,0	26 500,00	32065,00
REGISTRATION AND ABSTRACTS	On-line registration form and software (registration, abstract submission and	21%	25000,00	961,54	1,0	1,0	1,0	25 000,00	30250,00
	Administration of the on-line registration, accommodation and payment, price per	21%	300,00	11,54	620,0	1,0	620,0	186 000,00	225060,00
	Abstract handling, price per submitted abstract	21%	300,00	11,54	500,0	1,0	500,0	150 000,00	181500,00
OTHER SERVICES, subtotal excl VAT			0,00 Kč	1,00 €					
details:									
TRAVEL GRANT		21%	0,00	1,00	1,0	1,0	1,0	0,00	0,00
C-IN COSTS OF ORGANIZATION, subtotal excl VAT			392 800,00 Kč	15 107,69 €					
details:									
PROJECT MANAGER	Fix fee	21%	500,00	19,23	8,0	45,0	8,0	180 000,00	217800,00
EXECUTIVE ADMINISTRATOR	Fix fee	21%	275,00	10,58	8,0	40,0	8,0	88 000,00	106480,00
IT MANAGER	Fix fee	21%	400,00	15,38	8,0	14,0	8,0	44 800,00	54208,00
ACCOUNTANT	Fix fee	21%	500,00	19,23	8,0	20,0	8,0	80 000,00	96800,00
C-IN FEE, subtotal excl VAT			410 000,00 Kč	15 769,23 €					
details:									
AGENCY FEE	Fixed fee for organisation	21%	410000,00	15769,23	1,0	1,0	1,0	410 000,00	496100,00
SERVICES TOTAL, excl VAT								6 183 525,19 Kč	
GRANDTOTAL, excl. VAT								6 183 525,19 Kč	Subtotal
Services VAT 15%			0,00 Kč	0,00 €	15%	0,00	0,00 Kč	0,00 Kč	
Services DPH 21%			5 744 210,90 Kč	220 931,19 €	21%	1206284,29	6 950 495,19 Kč	6 950 495,19 Kč	
Services DPH 0%			439 314,29 Kč	16 896,70 €			439 314,29 Kč	439 314,29 Kč	
Services export/ EU Reverse Charge			0,00 Kč	0,00 €			0,00 Kč	0,00 Kč	
TOTAL, incl. VAT			6 183 525,19 Kč	237 827,89 €		VAT total:	1206284,29	7 389 809,48 Kč	7 389 809,48 Kč

BALANCE600 paying delegates, early bird only, 20
invited guests

		Rate CZK/Euro:	26,00	
BALANCE		<i>Total</i> <i>(CZK, excl VAT)</i>	<i>Total</i> <i>(Euro, excl VAT)</i>	<i>% on total</i> <i>(excl VAT)</i>
COSTS		6 183 525,19 Kč	237 827,89 €	
MEETING SPACE RENTALS, EXHIBITION SPACES		1 864 938,00 Kč	71 728,38 €	30,16%
EXHIBITION AND POSTER DESKS		300 000,00 Kč	11 538,46 €	4,85%
AV AND TECHNICAL EQUIPMENT		500 000,00 Kč	19 230,77 €	8,09%
PRINTED AND ELECTRONIC MEDIA		270 700,00 Kč	10 411,54 €	4,38%
FOOD AND BEVERAGES		1 339 200,00 Kč	51 507,69 €	21,66%
WELCOME RECEPTION		198 400,00 Kč	7 630,77 €	3,21%
LOC and INVITED GUESTS		350 000,00 Kč	13 461,54 €	5,66%
ON-SITE STAFF		126 000,00 Kč	4 846,15 €	2,04%
DELEGATE SERVICES		431 487,19 Kč	16 595,66 €	6,98%
TRAVEL GRANT		0,00 Kč	0,00 €	---
C-IN COST OF ORGANIZATION		392 800,00 Kč	15 107,69 €	6,35%
C-IN FEE		410 000,00 Kč	15 769,23 €	6,63%
INCOME		6 286 776,86 Kč	241 799,11 €	
REGISTRATION FEES		5 586 776,86 Kč	214 876,03 €	88,87%
SPONSORSHIP AND EXHIBITION		700 000,00 Kč	26 923,08 €	11,13%
BALANCE		103 251,67 Kč	3 971,22 €	



COMMENT: