

Preliminary Income			
Date:	June 3 - 8, 2018	Exchange rate CZK/EUR:	27,00 CZK
Calculated venue:	KCP	Budget prepared by:	Tomas Raboch
Number of participants:	1036	Prepared on:	January 20, 2015
Number of days:	6	Proposal valid through:	

Item	Number	Price per person in €/ item incl. VAT	Total income in € incl. VAT	Total VAT	Total income in € excl. VAT
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1. Registration Fees

Members					69 996,08 €
Early	131	500,00 €	65 500,00 €	11 370,80 €	54 129,20 €
Regular	32	600,00 €	19 200,00 €	3 333,12 €	15 866,88 €
Non Members					192 138,00 €
Early	265	600,00 €	159 000,00 €	27 602,40 €	131 397,60 €
Regular	105	700,00 €	73 500,00 €	12 759,60 €	60 740,40 €
Students					71 979,44 €
Early	313	200,00 €	62 600,00 €	10 867,36 €	51 732,64 €
Regular	98	250,00 €	24 500,00 €	4 253,20 €	20 246,80 €
One day					1 115,64 €
Regular	5	270,00 €	1 350,00 €	234,36 €	1 115,64 €
Waved registration					0,00 €
Invited guests	36	0,00 €	0,00 €	0,00 €	0,00 €
Accompanying person					4 214,64 €
Regular	51	100,00 €	5 100,00 €	885,36 €	4 214,64 €
Registration Fees Subtotal			1036	410 750,00 €	71 306,20 €
					339 443,80 €

3. Sponsoring

Platinum	1	30 000,00 €	30 000,00 €	0,00 €	30 000,00 €
Gold	2	20 000,00 €	40 000,00 €	0,00 €	40 000,00 €
Silver	0	10 000,00 €	0,00 €	0,00 €	0,00 €
Partner of Networking	1	5 000,00 €	5 000,00 €	0,00 €	5 000,00 €
Partner of Technology	1	5 000,00 €	5 000,00 €	0,00 €	5 000,00 €
Partner of Standards	1	5 000,00 €	5 000,00 €	0,00 €	5 000,00 €
Partner of Quality	1	5 000,00 €	5 000,00 €	0,00 €	5 000,00 €
Satellite Symposium	0	10 000,00 €	0,00 €	0,00 €	0,00 €
Sponsoring Subtotal			90 000,00 €	0,00 €	90 000,00 €

4. Exhibition

Exhibition (50 m²)	50	3 500,00 €	175 000,00 €	0,00 €	175 000,00 €
Exhibition Subtotal			175 000,00 €	0,00 €	175 000,00 €

Total estimated income in €	675 750,00 €	71 306,20 €	604 443,80 €
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Total estimated income in CZK	18 245 250 CZK	1 925 267 CZK	16 319 983 CZK
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V Praze dne:

V Praze dne:

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Eva Ponocná

.....
Ivo Miksa, Jednatel

.....
Ing. Jaromír Cmíral, DrSc.

.....
Ing. Luděk Vocílka, Jednatel

.....
Ing. Jaroslav Ptáček

Česká lékařská společnost Jana Evangelisty Purkyně z.s.
a
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a
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GUARANT International, spol. s r.o.

Příloha č. 1 a)

WCMPBE 2018, Prague



Expected Expenditures

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0. Levy to international association

Levy to IOMP, IUPESM, IFMBE (50 000 USD)	1	1	1 300 000 CZK	1 300 000 CZK	48 148,15 €
Levy Subtotal				1 300 000 CZK	48 148,15 €

1. Rental of Premises

NP	Prague Congress Centre Rental according to specification in the bid. Plans of the calculated rooms are in the proposal.	1	1	2 107 025 CZK	2 107 025 CZK	78 037,96 €
	Promotion booths - IUPESM, IFMBE, IOMP, 4 future IUPESM candidates (3X3 m booth, table, chairs, excluding carpet)	7	1	5 700 CZK	39 900 CZK	1 477,78 €
NP	Meeting room decoration (flower and other decorations) - estimate, to be further specified	1	1	50 000 CZK	50 000 CZK	1 851,85 €
NP	Services	1	1	75 000 CZK	75 000 CZK	2 777,78 €
NP	Security services	1	1	0 CZK	0 CZK	0,00 €
	Information system (estimate)	1	1	75 000 CZK	75 000 CZK	2 777,78 €
	On-site rental management (1 person, 10 hours/day, 4 days)	0	10	450 CZK	0 CZK	0,00 €
	Rental of Premises Subtotal				2 346 925 CZK	86 923,15 €

2. Basic Technical Equipment

NP	Estimated AV equipment including WIFI as required by the COC	1	1	722 943 CZK	722 943 CZK	26 775,67 €
	Double-sided poster boards	100	1	300 CZK	30 000 CZK	1 111,11 €
	Transport of poster boards	1	1	5 000 CZK	5 000 CZK	185,19 €
	Wifi - included in AV equipment	1	1	0 CZK	0 CZK	0,00 €
	Translation services	1	1	0 CZK	0 CZK	0,00 €
	On-site technical management (1 person, 10 hours/day, 4 days)	5	10	450 CZK	22 500 CZK	833,33 €
	Basic Technical Equipment Subtotal				780 443 CZK	28 905,30 €

3. Exhibition and Sponsorship

	Exhibitor manual (estimate)	1	1	10 000 CZK	10 000 CZK	370,37 €
	Sponsorship and exhibition prospectus (estimate)	1	1	10 000 CZK	10 000 CZK	370,37 €
	Sponsorship and exhibition management (estimate)	1	1	50 000 CZK	50 000 CZK	1 851,85 €
	Onsite exhibition management (one person 12 hours a day, 5 days)	12	5	250 CZK	15 000 CZK	555,56 €
	Final summary and documentation of sponsorship and exhibition	1	1	5 000 CZK	5 000 CZK	185,19 €
	Exhibition and Sponsorship Subtotal				90 000 CZK	3 333,33 €

Příloha č. 1 a)

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4. Catering

NP	Coffee break (basic content)	8	1036	109 CZK	903 392 CZK	33 458,96 €
	Lunch (covered individually by participants)		1036		0 CZK	0,00 €
	Refreshment for VIP, speakers, board (estimate)	1	1	25 000 CZK	25 000 CZK	925,93 €
	Catering for on site staff	1	1	10 000 CZK	10 000 CZK	370,37 €
	Catering Subtotal				938 392 CZK	34 755,26 €

5. Social Events

NP	Opening Ceremony - Welcome cocktail	1	1036	570 CZK	590 520 CZK	21 871,11 €
	Opening Ceremony - Social program - to be further discussed and approved by COC	1	1	50 000 CZK	50 000 CZK	1 851,85 €
	Hostesses for Opening Ceremony - Welcome cocktail (5 persons for 4 hours)	5	4	230 CZK	4 600 CZK	170,37 €
	Prague Dinner - Venue rental - Žofín palais	1	1	490 000 CZK	490 000 CZK	18 148,15 €
NP	Prague Dinner - Catering - buffet	1	1036	800 CZK	828 800 CZK	30 696,30 €
	Prague Dinner Staff Assistance (8 persons, 6 hours)	8	6	230 CZK	11 040 CZK	408,89 €
	Prague Dinner - Decoration	1	1	30 000 CZK	30 000 CZK	1 111,11 €
	Prague Dinner - Social program - to be further discussed and approved by COC	1	1	75 000 CZK	75 000 CZK	2 777,78 €
NP	Prague dinner -Transportation (bus 45+1)	23	2	2 500 CZK	115 000 CZK	4 259,26 €
	Floral arrangements	1		0 CZK	0 CZK	0,00 €
	Social Events Subtotal				2 194 960 CZK	81 294,81 €

6. Transportation and Tours

Transfer of participants	1	1	0 CZK	0 CZK	0,00 €
Congress Evening and Party - transport	1	1	0 CZK	0 CZK	0,00 €
Sightseeing tours	1	1	0 CZK	0 CZK	0,00 €
Tickets for public transport - provided for free by City of Prague	1	1036	0 CZK	0 CZK	0,00 €
Trip for accompanying persons (KARLŠTEJN CASTLE)	1	51	890 CZK	45 390 CZK	1 681,11 €
Tour for accompanying persons (INFORMATIVE TOUR OF THE OLD TOWN)	1	51	750 CZK	38 250 CZK	1 416,67 €
Transportation and Tours Subtotal				83 640 CZK	3 097,78 €

7. Speakers and Executive Committee

NP	Air tickets - IUPESM laureate	2	1	25 000 CZK	50 000 CZK	1 851,85 €
	Accommodation - IUPESM laureate	2	3	2 700 CZK	16 200 CZK	600,00 €
	Accommodation - IUPESM, IFMBE, IOMP representatives	14	5	2 700 CZK	189 000 CZK	7 000,00 €
	Taxation of costs for speakers	1	1	0 CZK		
	Speakers and Executive Committee Subtotal				255 200 CZK	9 451,85 €

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8. PCO Fee

PCO fee calculated as a per centage of income	1	9%	16 319 983 CZK	1 468 798 CZK	54 399,94 €
Fee from achieved sponsorship and exhibition	1	1	0 CZK	0 CZK	0,00 €
Profit share	1	1	0 CZK	0 CZK	0,00 €
PCO Fee Subtotal				1 468 798 CZK	54 399,94 €

9. Promotion and Committees Expenses

Promotion - presence at 2015 IUPESM Congress - estimate	1	1	200 000 CZK	200 000 CZK	7 407,41 €
Náklady - odměna pro ČLS JEP SBMILI	1	1	1 500 000 CZK	1 500 000 CZK	55 555,56 €
Náklady - odměna pro ČSFM	1	1	1 500 000 CZK	1 500 000 CZK	55 555,56 €
Traveling Expenses for CCC Meetings (3500 USD)	1	1	70 000 CZK	70 000 CZK	2 592,59 €
COC Meetings Travel expenses - 4 meetings (estimate)	4	1	50 000 CZK	200 000 CZK	7 407,41 €
Press Conference expenses (meeting room, invitation, catering - refreshment, invitations) - estimate	1	1	30 000 CZK	30 000 CZK	1 111,11 €
NP LOC expenses			0 CZK	0 CZK	0,00 €
NP Social media (estimate)			0 CZK	0 CZK	0,00 €
Event project management	1	1	0 CZK	0 CZK	0,00 €
Promotion and Committees Expenses Subtotal				3 500 000 CZK	129 629,63 €

10. Prints, Web, Graphics and Mailing

Congress logo, graphic works	1	1	25 000 CZK	25 000 CZK	925,93 €
1st announcement (electronic version)	1	1	10 000 CZK	10 000 CZK	370,37 €
2nd announcement (electronic version)	1	1	10 000 CZK	10 000 CZK	370,37 €
3rd announcement (printed version)	1	9000	10 CZK	90 000 CZK	3 333,33 €
Badge / Tag	1	1036	35 CZK	36 260 CZK	1 342,96 €
Congress bag - to be further specified	1	1036	100 CZK	103 600 CZK	3 837,04 €
NP Pencil, writing pad	1	1036	50 CZK	51 800 CZK	1 918,52 €
Abstract book - to be further specified and discussed	1	1036	150 CZK	155 400 CZK	5 755,56 €
Final programme - to be further specified	1	1036	160 CZK	165 760 CZK	6 139,26 €
List of participants	1	1	0 CZK	0 CZK	0,00 €
Certificate of Attendance	1	1036	5 CZK	5 180 CZK	191,85 €
NP Postage/shipment	1	1	20 000 CZK	20 000 CZK	740,74 €
Webpage including registration forms	1	1	120 000 CZK	120 000 CZK	4 444,44 €
Prints, Web, Graphics and Mailing Subtotal				793 000 CZK	29 370,37 €

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11. Abstracts					
NP Abstract handling	500	1	350 CZK	175 000 CZK	6 481,48 €
Availability of abstract on the website (alternatively could be available on USB or CD).	1	1036	10 CZK	10 360 CZK	383,70 €
Abstracts Subtotal				185 360 CZK	6 865,19 €
12. Awards					
NP Award for the Best poster	1	1	0 CZK	0 CZK	0,00 €
NP Award for the Best lecture	1	1	0 CZK	0 CZK	0,00 €
Awards Subtotal				0 CZK	0,00 €
13. Meeting Secretariat					
Secretariat (registration of participants)	1	1036	280 CZK	290 080 CZK	10 743,70 €
Registration on-site (16 persons 35 hours each)	35	16	250 CZK	140 000 CZK	5 185,19 €
Hostesses (10 hostesses 55 hours each)	55	10	230 CZK	126 500 CZK	4 685,19 €
Cashier (1 persons 35 hours,)	35	1	250 CZK	8 750 CZK	324,07 €
NP Local secretariat costs (transportation, copying, printing)	1	1	5 000 CZK	5 000 CZK	185,19 €
NP Other local secretariat costs	1	1	0 CZK	0 CZK	0,00 €
NP Photographer	1	1	0 CZK	0 CZK	0,00 €
NP First aid on-site	1	1	0 CZK	0 CZK	0,00 €
Meeting Secretariat Subtotal				570 330 CZK	21 123,33 €
14. Bank Charges, Accounting, Audit					
Item	Units	Percentage	Amount	Amount	
NP 1,7% of total income from registration fees	1	1,7%	9 164 983 CZK	155 805 CZK	5 770,54 €
Basic tax advisory	1	1	0 CZK	0 CZK	0,00 €
Financial management and bookkeeping	1	0,5%	16 319 983 CZK	81 600 CZK	3 022,22 €
Audit of the conference finances	1	1	40 000 CZK	40 000 CZK	1 481,48 €
Congress Insurance	1	1,5%	16 319 983 CZK	244 800 CZK	9 066,66 €
Bank Charges, Accounting Subtotal				522 204 CZK	19 340,90 €
15. Contingency					
NP Contingency (unexpected costs, inflation, VAT changes)	1	1	0 CZK	0 CZK	0,00 €
Contingency Subtotal				0 CZK	0,00 €

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Total expenditures	15 029 253 CZK	556 638,99 €
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Total estimated expenditures	15 029 253 CZK	556 638,99 €
Total estimated income	16 319 983 CZK	604 443,80 €
Financial balance	1 290 730 CZK	47 804,81 €

All budgeted rates are 2014 prices in CZK excluding VAT. EUR/CZK exchange rate is 27. In case of exchange rate change budget could be modified.

In case of further interest, we are ready to provide a detailed version of the budget with a breakdown of budgeted items.

Položky, které si myslíme, že by měly být zahrnuty do rozpočtu, ale nebyly výslovně vyžádány v zadání výzvy k výběrovému řízení k započtení do rozpočtu, jsou označeny jako NP (Nebylo požadováno).

16. Notes

- Note No. 1** The work of the accounting department: Accounting of the incomes, invoicing and preparation of the tax documents, data processing for VAT payments; payment of invoices, reimbursements and overpayments; final account of the event and accounting of the cash revenues during the event.
- Note No. 2** - Pre-registration of participants: management of registration; registration software; experienced staff of administrative work; supervision of staff, fully equipped work space, telephone line, e-mail hotline, income identification and control (online and bank transfers); reporting to client; communication with participants; final check before the event, printing and completion of vouchers, tickets, badges; final control and settlement of payables and receivables after event.

Akos Jobbagy: It's not easy to understand the very details of a cost plan, so is the case with this. As I can remember, in 2005, the EMBEC'05 in Prague was well organized and also financially successful. What I do not understand is the 'levy to societies, IFMBE, IOMP, IUPESM'. It is a constant 48,148,15 EUR both for 1000 and for 3000 participants. In the former case it is about 14%, in the latter case it is less than 5% of the net participation fee sum.

Can we assume that the levy will be around 10% (as usual for IFMBE conferences) with approx. 2000 participants, which is a realistic estimate?