

MPS Costs for arranging Conferences, Workshops and meetings Nov 2016

Please note the following costs which should be taken into account as guidance for planning for administrative costings.

			Cost per delegate
Printing Charges: includes name badges, campus maps, printouts of titles and abstracts, event programmes etc.			£5
Marketing: includes any bespoke printed items such as pens, notepads, bags or folders as requested.			£5
Administrative charge to be applied for number of delegates @1 hour per delegate.			£10.00
			Cost per speaker
Administrative charge to be applied for number of invited speakers @4.25 hours per invited speaker. The more speakers, the higher the administrative charge will be as speakers usually have more requirements.			£42.50