

Budget Estimation Instruction

This instruction demonstrates how to use [ICALT_Budget_Calculation.xlsx](#) to estimate the registration fee for ICALTs. There are four sheets in [ICALT_Budget_Calculation.xlsx](#):

- **Participant Info:** the registration information in the past ICALTs,
- **Budget Estimation-0-100-online:** a sample budget calculation if we are planning to have a fully online conference with 100 participants.
- **Budget Estimation-40-60-hybrid:** a sample budget calculation if we are planning to have a hybrid conference with 40 in-person and 60 online participants.
- **Budget Estimation-80-in-person:** a sample budget calculation if we are planning to have a fully in-person conference with 80 participants.

You can duplicate one of the sheets to build a new budget based on the estimated participation you determined based on the current situation.

Participant Info Sheet

The conference proposer needs to submit the budget to IEEE Computer Society. The registration fee should be determined at that time. You have to fill in how many participants you predicted in different categories as Figure 1 shows. The information on the [Participant Info](#) sheet can help you understand how many participants we had in ICALT 2021 (fully online), ICALT 2022 (hybrid, the first year after COVID unlock), and ICALT 2023 (hybrid, the second year after COVID unlock).

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O		
	Registration Fee Calculator - Main Conference																
1																	
2																	
3																	
4	MEETING BUDGET	ADVANCED					LATE/ON-SITE										
5		Author Registration	%	Amount	Qty	Subtotal											
6		Member Fee	~	0.00	0	0.00											
7		Non-Member Fee	120%	0.00	0	0.00											
8		Student Member Fee	70%	0.00	0	0.00											
9		Student Non-Member Fee	120%	0.00	0	0.00											
10		Life Member Fee	55%	0.00	0	0.00											
11		TOTAL AUTHOR REGISTRATION					0	0.00	Meeting budget line #18								
12																	
13		Conference Advance Registration	%	Amount	Qty	Subtotal	Conference Late/On-site Registration	%	Amount	Qty	Subtotal						
14	Member Fee	~	0.00	0	0.00	Member Fee	~	0.00	0	0.00							
15	Non-Member Fee	120%	0.00	0	0.00	Non-Member Fee	120%	0.00	0	0.00							
16	Student Member Fee	70%	0.00	0	0.00	Student Member Fee	70%	0.00	0	0.00							
17	Student Non-Member Fee	120%	0.00	0	0.00	Student Non-Member Fee	120%	0.00	0	0.00							
18	Life Member Fee	55%	0.00	0	0.00	Life Member Fee	55%	0.00	0	0.00							
19	SUBTOTAL					0	0.00	SUBTOTAL								0	0.00
20																	
21	Custom (1) Advance Registration	%	Amount	Qty	Subtotal	Custom (1) Late/On-site Registration	%	Amount	Qty	Subtotal							
22	Member Fee	~	0.00	0	0.00	Member Fee	120%	0.00	0	0.00							
23	Non-Member Fee	120%	0.00	0	0.00	Non-Member Fee	120%	0.00	0	0.00							
24	Student Member Fee	70%	0.00	0	0.00	Student Member Fee	70%	0.00	0	0.00							
25	Student Non-Member Fee	120%	0.00	0	0.00	Student Non-Member Fee	120%	0.00	0	0.00							
26	SUBTOTAL					0	0.00	SUBTOTAL								0	0.00

Figure 1. A snapshot of the registration fee calculator sheet in the IEEE Computer Society sponsored conferences.

When estimating the possible income from the registration fees, we mainly focus on the author registration. Non-author participants are mainly from the host country and the nearby countries. If you are not sure how

many non-author participants you can recruit, you can consider no non-author participants first when making the budget.

Authors Registration							
Conference	IEEE Member	Student Member	Non-Member	Student Non-Member	DC - Student Member	DC - Student Non-Mem	Total
ICALT 2021	28 (21%)	19 (14%)	53 (40%)	26 (20%)	2 (2%)	5 (4%)	133
ICALT 2022	24 (22%)	16 (15%)	51 (46%)	15 (14%)	1 (1%)	3 (3%)	110
ICALT 2023	29 (30%)	14 (14%)	34 (35%)	17 (18%)	1 (1%)	2 (2%)	97
	23.82%	14.41%	40.59%	17.06%	1.18%	2.94%	
Non-Authors Registration							
Conference	IEEE Member	Student Member	Non-Member	Student Non-Member	Total		
ICALT 2021	1 (2%)	1 (2%)	29 (49%)	28 (47%)	59		
ICALT 2022	9 (33%)	2 (7%)	13 (48%)	3 (11%)	27		
ICALT 2023	7 (21%)	1 (3%)	21 (64%)	4 (12%)	33		
	14.29%	3.36%	52.94%	29.41%			

Figure 2. The author and non-author registration information in the past ICALTs on the Participant Info sheet.

If you are planning to make the hybrid conference, the information of in-person and online authors' registration in the past ICALTs will be important for you to estimate how many participants you might have in-person and online in your conference. As Figure 3 shows, 16% and 84% of participants joined in-person and online in ICALT 2022. There are more in-person participants in ICALT 2023; 25% and 75% participants joined the conference in-person and online.

In-person vs. Online Authors' Registration in ICALT 2022							
Mode	IEEE Member	Student Member	Non-Member	Student Non-Member	DC - Student Member	DC - Student Non-Mem	Total
In-person	2 (11%)	3 (17%)	11 (61%)	2 (11%)	0 (0%)	0 (0%)	18
Online	22 (24%)	13 (14%)	40 (43%)	13 (14%)	1 (1%)	3 (3%)	92
							16.36%
							83.64%
In-person vs. Online Authors' Registration in ICALT 2023							
Mode	IEEE Member	Student Member	Non-Member	Student Non-Member	DC - Student Member	DC - Student Non-Mem	Total
In-person	12 (50%)	5 (21%)	4 (17%)	0 (0%)	1 (4%)	2 (8%)	24
Online	17 (23%)	9 (12%)	30 (41%)	17 (23%)	0 (0%)	0 (0%)	73
							24.74%
							75.26%

Figure 3. The in-person and online registration information in ICALT 2022 and ICALT 2023

Budget Estimation Sheets

There are three major blocks in the three [budget estimation](#) sheets as Figure 4 shows:

- **Estimated Expenses:** are the potential expenses for hosting ICALTs. You should fill in or update the data in the blocks with blue background. The changes of the numbers will update the potential registration fees in the last block.
- **Estimated Registrations:** should be determined by the conference mode (fully online, hybrid, or fully in-person) and the possible number of participants. The conference host can determine the number of participants based on the data on the Participant Info sheet. The changes to the numbers will update some data in the Estimated Expenses as well as the Registration and Surplus Calculation blocks.
- **Registration and Surplus Calculation:** calculate the potential registration fee for authors in different IEEE membership status. It will also check the potential surplus.

	A	B	C	D	E	F	G	H	I	J	K
1	Expenses										
2		Unit Cost	Unit	In-person Total							
3	Conference Venue		1.00	0.00							
4	EasyChair		1.00	0.00							
5	Virtual Conference			0.00	Virtual ??? (e.g., Zoom)						
6	Domain Name	170.00		0.00	purchase in 2021 in the 5 year license from 2021						
7	Printing		1.00	0.00							
8	Conference Registration Service		1.00	0.00	activation						
9	Conference Publication Service		1.00	0.00	activation						
10	Package		50.00	0.00							
11	Coffee/Tea/Break (Day 1)		50.00	0.00	2222 per person per coffee break, 2 coffee breaks per day (1000 participant)						
12	Lunch (Day 1)		50.00	0.00	2222 per person per lunch, 1 lunch per day (1000 participant)						
13	Coffee/Tea/Break (Day 2)		42.00	0.00	2222 per person per coffee break, 2 coffee breaks per day (1000 participant)						
14	Lunch (Day 2)		42.00	0.00	2222 per person per lunch, 1 lunch per day (1000 participant)						
15	Coffee/Tea/Break (Day 3)		34.00	0.00	2222 per person per coffee break, 2 coffee breaks per day (600 participant)						
16	Lunch (Day 3)		34.00	0.00	2222 per person per lunch, 1 lunch per day (600 participant)						
17	Coffee/Tea/Break (Day 4)		30.00	0.00	2222 per person per coffee break, 2 coffee breaks per day (500 participant)						
18	Lunch (Day 4)		30.00	0.00	2222 per person per lunch, 1 lunch per day (500 participant)						
19	Welcome Reception (Day ???)		50.00	0.00							
20	Banquet (Day ???)		50.00	0.00							
21					Other in-person cost		ExCOM	North America			
22					Other in-person cost		ExCOM	Europe			
23					Other in-person cost		ExCOM	Asia			
24	Committee (7 people) Travel		7.00	0.00			ExCOM	Australia			
25	Committee (7 people) Accommodation		7.00	0.00	2222 per night, 4 nights per person		Keynote	Europe			
26	Committee (7 people) Transportation (from/to airport)		7.00	0.00	2222 one-way per person		Keynote	Asia			
27							Keynote	North America			
28			Subtotal	0.00							
29	Computer Society Admin Fee (20% of total cost)			0.00	Extra Expense (according to IEEE policy)						
30	Contingency Fund (10% of total cost)			0.00	Extra Expense (according to IEEE policy)						
31			Subtotal	0.00							
32			Total Expense	0.00							
33											
34											
35											
36	# of Registration Estimation										
37											
38											
39	Total Expense	0.00									
40	Registration Type	In-person	Online								
41	Full Registration Number Estimation	40	60								
42	Basic Cost Share A	0	0								
43	In-Person Cost	0	0								
44	Registration Fee Estimation (with 3x Basic Cost)	0	0								
45											
46	Registration Fee Calculation										
47											
48											
49											
50											
51	IEEE Member	1.00	0	10	0	0	15	0	20		
52	Non Member	1.20	0	15	0	0	23	0	30		
53	IEEE Student Member	0.70	0	5	0	0	11	0	20		
54	Non Student Member	0.84	0	10	0	0	15	0	20		
55	Life Member	0.55	0	0	0	0	0	0	20		
56				Subtotal	0		Subtotal	0			
57											
58	Bank Charge (3% of total income)			0.00	Extra Expense (according to IEEE policy)						
59			Total Income	0.00							
60											
61	Estimation of Revenue - Total Income - Total Expense	0.00									
62											
63											
64	Registration Fee with VAT Calculation										
65											
66	VAT	0.00%									
67											
68											
69	IEEE Member	1.00	0	10	0	0	15	0	20		
70	Non Member	1.20	0	15	0	0	23	0	30		
71	IEEE Student Member	0.70	0	5	0	0	11	0	20		
72	Non Student Member	0.84	0	10	0	0	15	0	20		
73	Life Member	0.55	0	0	0	0	0	0	20		
74				Subtotal	0		Subtotal	0			
75											
76	Bank Charge (3% of total income)			0.00							
77			Total Income	0.00							
78											
79	Estimation of Revenue - Total Income - Total Expense	0.00									
80											
81											

Estimated Expenses

Estimated Registrations

Registration and Surplus Calculation

Figure 4. A snapshot of the sample budget estimate sheets.

Estimated Expenses

This block lists most of the possible expenses when hosting ICALTs:

- **Conference Venue:** We hope that we do not need to pay for the conference venue.
- **EasyChair:** We will use EasyChair licensed by IEEE when the conference is sponsored by IEEE CS. The cost is \$0.
- **Virtual Conference:** If you would like to subscribe the virtual conference tools such as Zoom, Microsoft Teams, etc., please check the current price on the official websites. ICALTs usually have 3 parallel sessions. Take Zoom for example, it is better to subscribe to at least **3 licenses + 200GB for one month** for hosting virtual or hybrid ICALTs.
- **Domain Name:** We use <https://icalt.online> to organize the virtual conference links of each sessions and communicate with participants. We already buy 1 5-years license on 2021, so **we do not need to pay for it again until ICALT 2026**.
- **Printing:** Any printing service, such as certification, badges, direction signs, etc.
- **Conference Registration Service:** Using the Conference Registration Service (<https://www.computer.org/conferences/organize-a-conference-organizer-resources/conference->

[registration-services](#)) is required for the IEEE TCLT financial sole-sponsorship events. Please talk to TCLT Chair to get the quotes of the previous ICALTs.

- **Conference Publication Service:** Using the Conference Publication Service (<https://www.computer.org/conferences/cps>) is required for the IEEE TCLT financial sole-sponsorship events. Please talk to TCLT Chair to get the quotes of the previous ICALTs.
- **Package:** Any attendee souvenirs for the event, such as conference bags, badge bags and lanyards, USB drives with proceedings, notebooks, pens, etc. The Unit column stores the number of in-person participants on those days. Since there will be seven invited participants (keynote speakers and ExCOM members) and local organizers, the numbers in these cells are: **10 + # of in-person participants (Cell B40)**.
- **Coffee/Tea Breaks:** The current sheet assumes that most of the participants will attend the first-day events, and **we will have less participation on the last day**. The current assumption is: 100% participation on the first day; 80% participation on the second day; 60% participation on the third day; and 50% participation on the last day. If you have different assumptions, you can change the excel formular. The numbers in the Unit column used the same rule in the **Package** item but decreased on each day.
- **Lunch:** The numbers in the Unit column used the same rule in the **Coffee/Tea Breaks** item.
- **Welcome Reception:** We assume that all the participants will attend the welcome reception.
- **Banquet:** We assume that all the participants will attend the welcome reception.
- **Committee (7-people) Travel:** Estimation for **4 committee members** on the economic class flights distributed in the following manner: one from Europe (e.g., Greece), one from Asia (e.g., from Beijing), one from North America (e.g., from Edmonton), and one from Australia (e.g., Brisbane), and **3 keynote speakers** on the economic class flights distributed in the following manner: one keynote from USA , one from Europe, one from Asia or Australia. Make an average cost on this cell. **Cell H21 to Cell J29 are used to help calculate the average of the committee travel**.
- **Committee (7-people) Accommodation:** Estimation for 4 committee members and 3 keynote speakers on the accommodation per night for **four** nights.
- **Committee (7-people) Transportation (from/to airport):** Estimation for 4 committee members and 3 keynote speakers on the transportation from and to the airport.

Besides the regular expenses, the IEEE Computer Society also requests the administrative service fee (20% of regular expenses) and the contingency funds (10% of regular expenses) as Figure 5 shows. These expenses are also listed on the [Budget Estimation](#) sample sheets.

213	Contingencies and Administrative Services Fee					
214	Percentage CS Sponsorship		100%	100%		
215	Percentage Co-Sponsorship		0%	0%		
216	Contingency Percentage (%)		10%	10%		
217	Total Contingency Funds		0.00	0.00	\$0.00	\$0.00
218	Admin Fee: CS %		20.0%	20.0%		
219	Admin Fee: CS		5,000.00	5,000.00	\$5,000.00	\$5,000.00
220	Administrative Services Fee: Co-Sponsor % (Enter Co Sponsor Financial % in cell D208)		0%	0%		
221	Administrative Services Fee: Co-Sponsor		0.00	0.00	\$0.00	\$0.00
222	Administrative Services Fee: Additional Sponsor				\$0.00	\$0.00
223	IEEE CS Surplus Reinvestment Credit (Enter USD)		7,888.99			
224	IEEE CS Surplus Reinvestment Local Currency		7,888.99	0.00	\$7,888.99	\$0.00
225	Total CS Administrative Services Fees		0.00	5,000.00	\$0.00	\$5,000.00
226	TOTAL ADMINISTRATIVE FEES		0.00	5,000.00	\$0.00	\$5,000.00

Figure 5. The snapshot of the Contingencies and Administrative Services Fee from IEEE Computer Society budget template.

How to Create a New Budget Estimation

If we estimate that we will have a 50 in-person, 50-online hybrid event, right click on the Budget Estimation-40-60-hybrid and choose [Move or Copy...](#) as Figure 6 shows.

20	Banquet (Day 3)	50.00
21	Committee (7-people) Travel	7.00
22	Committee (7-people) Accommodation	7.00
23	Committee (7-people) Transportation (from/to airport)	7.00
24		Subtotal
25		
26		
27	Computer Society Admin Fee (20% of total cost)	
28	Contingency Funds (10% of total cost)	
29		Subtotal
30		
31		Total Expense
32		
33	# of Registration Estimation	
34		
35	Total Expense	8,775.00

Figure 6. Creating a new budget estimation: make a new copy of the sample sheet – step 1.

Choose [\(move to the end\)](#) and check [Create a copy](#) as Figure 7 shows.

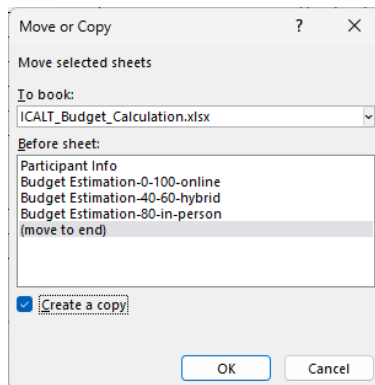


Figure 7. Creating a new budget estimation: make a new copy of the sample sheet – step 2.

Update the sheet name to [Budget Estimation-50-50-hybrid](#) as Figure 8 shows.

33	# of Registration Estimation	
34		
35	Total Expense	8,775.00

Figure 8. Creating a new budget estimation: make a new copy of the sample sheet – step 3.

Update the number of in-person and online participants to [50](#) and [50](#) as Figure 9 shows.

# of Registration Estimation		
Total Expense	8,775.00	
Registration Type	In-person	Online
Full Registration Number Estimation	50	50
Basic Cost Shared	4,388	4,388
In-Person Cost	0	0
Full Registration Fee Estimation (with 3% Bank Charges)	90.38	90

Figure 9. Update the estimated numbers of in-person and online participants

Fill in the potential costs in the blue blocks and update the red texts on the sheet as Figure 10 shows. Row 21 to 23 can be used on any cost for in-person participants.

Expenses	Unit Cost	Unit	In-person Total						
Conference Venue	0.00	1.00	0.00						
EasyChair	0.00	1.00	0.00						
Virtual Conference	200.00	1.00	200.00	Using Zoom					
Domain Name	170.00	0.00	0.00	calt.online is still in the 5 year license from 2021					
Printing	100.00	1.00	100.00						
Conference Registration Service	1,800.00	1.00	1,800.00	estimation					
Conference Publication Service	4,750.00	1.00	4,750.00	estimation					
Package	50.00	60.00	3,000.00						
Coffee/Tea Breaks (Day 1)	20.00	60.00	1,200.00	\$10 per person per coffee break, 2 coffee breaks per day (100% participant)					
Lunch (Day 1)	20.00	60.00	1,200.00	\$20 per person per lunch, 1 lunch per day (100% participant)					
Coffee/Tea Breaks (Day 2)	20.00	50.00	1,000.00	\$10 per person per coffee break, 2 coffee breaks per day (80% participant)					
Lunch (Day 2)	20.00	50.00	1,000.00	\$20 per person per lunch, 1 lunch per day (80% participant)					
Coffee/Tea Breaks (Day 3)	20.00	40.00	800.00	\$10 per person per coffee break, 2 coffee breaks per day (60% participant)					
Lunch (Day 3)	20.00	40.00	800.00	\$20 per person per lunch, 1 lunch per day (60% participant)					
Coffee/Tea Breaks (Day 4)	20.00	35.00	700.00	\$10 per person per coffee break, 2 coffee breaks per day (50% participant)					
Lunch (Day 4)	20.00	35.00	700.00	\$20 per person per lunch, 1 lunch per day (50% participant)					
Welcome Reception (Day 1)	30.00	60.00	1,800.00						
Banquet (Day 3)	50.00	60.00	3,000.00						
Transportation between venue and restaurant	2.50	50.00	125.00	Other in-person cost	ExCOM	North America	Flight Ticket	1,000.00	
				Other in-person cost	ExCOM	Europe		1,500.00	
				Other in-person cost	ExCOM	Asia		1,000.00	
Committee (7-people) Travel	2,000.00	7.00	14,000.00		ExCOM	Australia		1,000.00	
Committee (7-people) Accommodation	120.00	7.00	3,360.00	\$120 per night, 4 nights per person	Keynote	Europe		1,500.00	
Committee (7-people) Transportation (from/to airport)	70.00	7.00	980.00	\$70 one-way per person	Keynote	Asia		1,000.00	
					Keynote	North America		1,000.00	
Subtotal			40,515.00					2,000.00	

Figure 10. Update the potential costs of the conference.

The spreadsheet calculates the best registration fees for in-person participants are \$750 for IEEE member, \$900 for non-member and the best registration fee for online participants are \$340 for IEEE member, \$410 for non-member. The surplus is also calculated and is \$2,048.20 and Figure 11 shows.

# of Registration Estimation									
Total Expense	52,669.50								
Registration Type	In-person	Online							
Full Registration Number Estimation	50	50							
Basic Cost Shared	16,374	16,374							
In-Person Cost	19,923	0							
Full Registration Fee Estimation (with 3% Bank Charges)	748	337							
Registration Fee Calculation									
CRS Headcount Fee	15								
discount %	Registration Fee (In-person)	Estimation Numbers	Total	Registration Fee (online)	Estimation Numbers	Total	Minimum Non-author In-person Registration Fee		
IEEE Member	1.00	750	13	9,750	340	13	4,420	310	
Non Member	1.20	900	19	17,100	410	19	7,790	380	
IEEE Student Member	0.70	530	7	3,710	240	7	1,680	220	
Non Student Member	0.84	630	13	8,190	290	13	3,770	270	
Life Member	0.55	420	0	0	190	0	0	180	
Subtotal				38,750			17,660		
Bank Charges (3% of total income)				1,692.30					
Total Income				54,717.70					
Estimation of Revenue = Total Income - Total Expense				2,048.20					

Figure 11. The best registration fee calculated based on the expenses.

If the IEEE is not VAT exempt in the host country, the conference will be responsible for collecting the VAT in the registration. If the VAT in the host country is 5%, fill it in Cell B66. The adjusted registration fees become \$790 for IEEE Member in-person participants and \$360 for IEEE Member in-person participants as Figure 12 shows.

50		discount %	Registration Fee (in-person)	Estimation Numbers	Total	Registration Fee (online)	ation Num	Total	Minimum Non-author in-person Registration Fee
51	IEEE Member	1.00	750	13	9,750	340	13	4,420	310
52	Non Member	1.20	900	19	17,100	410	19	7,790	380
53	IEEE Student Member	0.70	530	7	3,710	240	7	1,680	220
54	Non Student Member	0.84	630	13	8,190	290	13	3,770	270
55	Life Member	0.55	420	0	0	190	0	0	180
56				Subtotal	38,750		Subtotal	17,660	
57									
58	Bank Charges (3% of total income)			1,692.30	Extra Expenses (according to IEEE policy)				
59			Total Income	54,717.70					
60									
61	Estimation of Revenue = Total Income - Total Expense		2,048.20						
62									
63									
64	Registration Fee with VAT Calculation								
65									
66	VAT		5.00%						
67									
68		discount %	Registration Fee (in-person)	Estimation Numbers	Total	Registration Fee (online)	ation Num	Total	Minimum Non-author in-person Registration Fee
69	IEEE Member	1.00	790	13	10,270	360	13	4,680	330
70	Non Member	1.20	950	19	18,050	440	19	8,360	400
71	IEEE Student Member	0.70	560	7	3,920	260	7	1,820	240
72	Non Student Member	0.84	670	13	8,710	310	13	4,030	290
73	Life Member	0.55	440	0	0	200	0	0	190
74				Subtotal	40,950		Subtotal	18,890	
75									
76	Bank Charges (3% of total income)			1,795.20					
77			Total Income	58,044.80					
78									
79	Estimation of Revenue = Total Income - Total Expense		2,473.06						
80									

Figure 12. Adding VAT to get the adjusted registration fees.