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).

![Figure 1. A snapshot of the registration fee calculator sheet in the IEEE Computer Society sponsored conferences.](image)

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.

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.

**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.
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](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-](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](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.

![Figure 5](image-url)
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.

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.

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.
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.

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.

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