

Policy Date: 4/17/2018

ANS Class I Topical Meeting
Budget Form Guidelines and Instructions
Pricing Sheet

REVENUE ITEMS		
Item #	Item	Guidelines
1	Members, Early Registration	The values included in the table are the prevailing rates. Values for the numbers of attendees in each category should be established based on historical information from the most recent division topical meetings. The estimates used for the preliminary budget shall be conservative - and estimated at 10% below recent meetings. The meeting organizers set the Non-Member Full Registration rate, and all other values are determined from ANS guidelines.
2	Members, Late Registration	Member Late Registration is set at \$100 more than member early.
3	Non-Members, Early Registration	Non-Member Early Registration is set at \$200 more than member early
4	Non-Members, Late Registration	Non-Member Late Registration is set at \$100 more than non-member early.
5	Members, One Day Early Registration	One day registrations are set at 55% of the Member Early Registration rate.
6	Members, One- Day Late Registration	One day registrations are set at 55% of the Member Late Registration rate.
7	Non-Members, One-Day Early Registration	One day registrations are set at 55% of the Non-Member Early Registration rate.
8	Non-Members, One-Day Late Registration	One day registrations are set at 55% of the Non-Member Late Registration rate.
9	Spouse/Guest Registration	The amount charged for Spouses/Guests registration fees must be established to cover all of the expenses for the program.
10	Student Registration	The amount charged must cover the full cost of items provided to the students with their registration. This includes all meals, and distributed materials.
11	Emeritus Member Registration	The amount charged must cover the full cost of items provided to the Emeritus Member with their registration. This includes meals provided and distributed materials.
12	Luncheon Tickets	The entries included in the revenue section are for all tickets sold to events that are in addition to what is included in the regular registration packet. This would include additional tickets for luncheons, receptions, and banquets (for guests and students), tickets for tours, and tickets for special events or meals not included in registration.
13	Reception Tickets	Typically, the cost of receptions and banquets at the venue are very expensive – such that the actual cost is prohibitive for purchasing extra tickets for guests. So it is allowed to charge a slightly reduced rate for these events. The reduced rate is based on the extent of fund-raising and corporate sponsorship.

14	Banquet Tickets	Typically, the cost of receptions and banquets at the venue are very expensive – such that the actual cost is prohibitive for purchasing extra tickets for guests. So it is allowed to charge a slightly reduced rate for these events. The reduced rate is based on the extent of fund-raising and corporate sponsorship.
15	Spouse/Guest Tours Tickets	Ticket prices for spouse/guest tours or events should be set to cover the entire cost of the event (including transportation and meals if included in the tour.)
16	Technical Tour Tickets	Ticket prices for technical tours or events should be set to cover the entire cost of the event (including transportation and meals if included in the tour.)
17	Other Event Tickets	Most topical meetings do not have other additional events. However, if a different event is planned, include it here.
18	Exhibits	These should be conservatively underestimated for the preliminary budget (i.e. 25-50% below historical numbers, or of the available exhibit space, or expected numbers). For the final budget estimate, it should only include funds received for exhibits.
19	Contributions	These should be conservatively underestimated for the preliminary budget. For the final budget estimate, it should only include contributions received and committed.
20	Proceedings Sales	Do not include any proceedings sales in the budgets. This is for final meeting reconciliation.
21	Workshops	These should be conservatively underestimated for the preliminary budget.
Registration Fees Include:		Please include all items included with each level of registration. For full meeting registration, this typically includes: 1 copy of proceedings, 1 program, 1 registration packet, and 1 ticket to each included meal (list each meal).
Complimentary Registrations Provided:		These may only be provided to Keynote Speakers, Plenary Speakers, and to significant speakers with extenuating circumstances that would not be able to attend otherwise. All complimentary registrations shall be listed in the budget forms and approved by the lead technical division and by NPC. Any complimentary registrations not pre-approved are the responsibility of the meeting host and technical division.
Complimentary Hotel Rooms:		Most hotel contracts provide complimentary hotel rooms and suites based on the total number of room nights. Typically, the general chair and technical program chair receive complimentary hotel rooms. Additional rooms may be distributed by the meeting organizers in any manner that supports the meeting – with approval from NPC. Please define the approach the meeting will use to distribute these rooms.

EXPENSE ITEMS FOR ALL TOPICAL MEETINGS

Item #	Item	Guidelines	Typical Values
1	Local Committee Expenses	Allowable local committee expenses include stationary, printing costs, telephone charges, and mail charges for planning meetings prior to the conference. Travel and meal expenses are not allowed.	\$300
2	Meeting Flyers/Notices	Meeting Flyers/Notices may be printed and distributed at other topical meetings, national meetings, and society meetings.	\$300
3	Call-for-Papers printing	This is the expense for printing the Call-for-Papers for distribution.	\$300
4	Mailing Costs	This includes shipping/postage costs for advertising materials for the meeting - call-for-papers and notices. Shipping for publications is included in the Publications section.	\$300
5	Nuclear News Announcements	This is the cost for including meeting advertisements in Nuclear News.	\$4,000
6	Signs and Posters	This includes all signage during the meeting.	\$1,000
7	Tickets and Badges	This includes lanyards, badge holders, badge printing, and ticket printing. This is estimated at \$4.00/attendee.	\$4.00/attendee
7a.	Registration Process	Required if ANS is providing registration services for the Topical I meeting that are not managed by ANS	\$18.95/attendee (for non-ANS Managed Meetings)
8	On-site Administration	This includes expenses for meeting administration on-site during the meeting. Typical items include internet access, phone line, computer rental, printer, and copy machine rental. This does not cover the cost of registration personnel. Not included in this this is the cost of travel/hotel for on-site staff	\$1,500
8a	On-Site Administration	This is a cost for ANS staff to travel to the meeting, including air and ground transportation, hotel accommodations, and meals per diem	Will Be Quoted for all non-ANS Managed Meetings
9	Meeting Space Rental	Most hotels do not charge for meeting space in lieu of contracting for the hotel room nights and food and beverage expenses. However, if the established contract with the venue includes meeting space rental, include the cost here.	
10	Meeting Web-site	\$3000 is allowed for setting up, hosting, a web-site for the meeting. The web-site shall include informational pages regarding the meeting location, dates, program, events, sponsors, and registration. It shall also integrate or include links for the call-for-papers and paper submittal and review process. This also includes posting documents to the ANS website and linking the group website to ANS	\$3,000 - For all Topical Meetings.

		<p>ANS will update and maintain all website for meetings managed by ANS.</p> <p>Topical Meetings not managed by ANS can choose to maintain their own website or request a quote from IT Services</p>	
11	Paper Submission and Review Process	<p>All Publications must be reviewed and approved by the ANS Meetings, Proceedings, and Transactions Committee (MPTC). Approval by MPTC does not mean approval of publications costs - approval of the budget and allowable costs is only by NPC. Allowable costs for meeting publications are listed and shall only include printing and distribution costs.</p> <p>This shall include the cost for all activities related to paper submissions and reviews. Allowable expenses are \$1500 for set up, \$17 per submission for a dual-submission process, and \$10 per submission for a single-submission process.</p>	<p>\$1500 for set up,</p> <p>\$17 per submission for a dual-submission process, and</p> <p>\$10 per submission for a single-submission process.</p>
12	Program printing	This item is for the cost of printing the programs. Costs for editing and layout of the program are the responsibility of the meeting host.	
13	Preparation of Master USB Drive (or CD)	This item is for the preparation of the master USB or CD used for producing the conference proceedings. Costs for editing, layout, and production of the master CD or USB Drive must be included in the budget	Quoted from Scientific Publications
14	CD or USB Drive Duplication cost	This item is for the production of the conference proceedings on CD or USB Drive.	
15	Proceedings/Abstract Book	Most proceeding are published and distribution in USB or CD format. This item is the cost of printing paper copies of the proceedings if the meeting host still wants to do this. Otherwise, if the meeting is printing an abstract book separate from the meeting program or conference CD, this item shall include the costs for the abstract booklet.	
16	Shipping Charges	This item is to cover shipping costs from the publishers/printers to the meeting for all meeting publications. Also included are miscellaneous shipping costs (for such things as registration packets, awards, plaques, etc.)	
17	Journal Costs	This item is to address any costs related to journal publications that have not been previously covered.	
18	Distribution Costs	Sometimes, final meeting publications are not produced until after the meeting. If this is the case, then the cost to distribute (mail) the final publications to all attendees shall be included here.	
19	Spouse/Guest Hospitality	All expenses related to a Spouse/Guest program shall be covered by spouse/guest registration fees.	
20	Breakfasts	Costs for Food and Beverage amenities varying greatly by locale and choice of offerings. Estimates shall be based on the menus offered by the venue, and should not be based on values from previous meetings.	
21	AM Coffee Breaks	Costs for Food and Beverage amenities varying greatly by locale and choice of offerings. Estimates	
22	PM Coffee Breaks		

23	Reception	shall be based on the menus offered by the venue, and should not be based on values from previous meetings.	
24	Luncheons		
25	Banquet		
26	Spouse/Guest Tours	The estimates for Tours shall include all necessary charges (typically - transportation, venue charges, food and beverage, and security). Ticket prices for spouse/guest tours shall be set to cover the costs of the event/tour.	
27	Technical Tours	The estimates for Tours and Events shall include all necessary charges (typically - transportation, venue charges, food and beverage, and security). Ticket prices for events/tours shall be set to cover the costs of the event/tour.	
28	Other Events	List any events not previously covered.	
29	A/V Contractor	AV costs vary greatly depending on the locale and what the venue allows for AV. These items are typically identified in the hotel contract. You must receive 3 bids for AV services. Also refer to past topical meetings for estimating AV costs.	
30 31 32	Contractor #1 Contractor #2 Contractors #3	List all items covered in contract (by line item above). All covered line items shall be entered as \$0 above. A copy of the contract must be included. If costs are estimated use a per-attendee or per submission estimate, the numbers used for the estimate shall be provided. Once approved, the only allowable variances to the estimated contract amounts are due to a change in the number of attendees.	
33	Registration Packet	If costs are estimated use a per-attendee or per submission estimate, the numbers used for the estimate shall be provided. Once approved, the only allowable variances to the estimated contract amounts are due to a change in the number of attendees. A registration packet shall be provided to all registered attendees at the time of check-in. Besides meeting publications, programs, and tickets, the packet may include other items such as pens, bag, notebooks, etc. The cost of the registration packet shall not exceed \$20/packet.	\$20 per person
34	Awards/Certificates	Allowable expenses include plaques, certificates, and one post-meeting awards dinner for the local organizing committee. If any financial awards are to be provided (such as best paper award, student competition award, etc.), these are the responsibility of the technical division, meeting host, or sponsoring organization providing the funds.	\$1,500
35	Refunds	For preliminary budgeting, no refunds shall be identified. This item is for meeting reconciliation.	
36	Credit Card Services and Fees	This estimate includes monthly service fees, machine fees, and credit card fees. Currently 3.5%.	
37	Speaker Fees	All speakers are required to pay the registration fees unless there are special circumstances ; when this is the case the budget expenses must include any fees associated with the speaker registration fees and/or expenses	

38	Additional Items	Enter any additional expenses that have not been addressed by the previous line items. Note: Any and all unidentified expenses will generally be disallowed, and will be the responsibility of the meeting host.	
39	Contingency	During preliminary budget estimating for the meeting, a 10% contingency of meeting expenses minus the contingency should be included to account for uncertainties in costs during preliminary budget estimating.	
<p>At the time of preliminary budget review and approval by NPC and ANS Meetings Department, a list of the expenses that are the responsibility of the meeting organizers (meeting host or division) will be identified. These costs (or portions thereof) will be deducted from the meeting organizer's portion of the excess revenue. Typically, items not allowed include such things as registration personnel, travel costs, additional complimentary registrations, labor costs for activities that the meeting host organization should be providing, and costs for individual items in excess of standard expenses. The organizers are encouraged to discuss these items with the ANS Director of Meetings and the NPC Chair before presenting their preliminary budget for approval.</p>			

ANS PRICE SHEET FOR ADDITIONAL SERVICES

<p><u>ADVERTISING: NUCLEAR NEWS ADVERTISING</u></p>	<p>Full page add \$TBD 1/2 page, horizontal \$TBD 1/3 page, square \$TBD</p> <p>For additional information contact: jmosses@ans.org phone 708/579-8225 fax 708/352-6464</p>
<p><u>ADVERTISING: RADWASTE SOLUTIONS ADVERTISING</u></p>	<p>Full page add \$TBD 1/2 page, horizontal \$TBD 1/3 page, square \$TBD</p> <p>For additional information contact: jmosses@ans.org phone 708/579-8225 fax 708/352-6464</p>
<p><u>EPRS: PAPER SUBMISSION REVIEW PROCESS</u> All publications must be reviewed and approved by the ANS Meetings, Proceedings, & Transactions Committee (MPTC). (does not include program printing and design)</p>	<p>\$1,500 set-up fee \$17 per submission for dual - submission process, and \$10 per submission for a single submission process</p>
<p><u>PRINTING: MEETING SIGNS</u> -Signs/Posters mounted 1/4" foam core 22"x28" - Heavy Bond -Pop-up Banner - 24"x76", Vinyl -Large Banner, includes ending and grommets - 42"x146", Vinyl -Custom Banner - Call</p>	<p>\$17.00 each Sign/Poster \$52.00 each pop-up banner \$165. each large vinyl banner</p> <p>Request a quote: edutemple@ans.org 708/579-8310</p>
<p><u>PRINTING COSTS</u> Program printing based on number of pages (will be determined based on number of pages).</p>	<p>Flyer - One Sided - 8.5"x11", 80# Gloss - .10 per page Flyer - Two Sided - 8.5"x11", 80# Gloss Name Tents - 8.5"x14", 110# Index 18 per page .20 each</p> <p>Four Page Brochure - 11"x17", folded as 8'5"x11" - 80# Gloss \$1.00 each</p> <p>Request a quote: edutemple@ans.org 708/579-8210</p>

<u>PROGRAM DESIGN/LAYOUT</u> Includes program design and layout, necessary reviews and edits.	Request a for quote: pcappelletti@ans.org 708/579-8214
<u>REGISTRATION SUPPLIES: BADGE HOLERS/ LANYARDS / TICKETS / RIBBONS</u>	\$4.00 per registrant
<u>REGISTRATION: PRE-REGISTRATION</u> Includes system set-up and maintenance, process registrations, print badges, general report, reconciled revenue Does not include badge holders/lanyards	\$18.95 per registrant
<u>SHIPPING TO MEETING</u> - based on number of pieces and weight	Determined after meeting; estimate for budget
<u>SUPPLIES: USB Drive PURCHASE PRICE</u>	\$4.50 per drive
<u>SUPPLIES: CD PURCHASE PRICE</u>	\$1 per cd