

Industry-Supported Conference Budget

This budget will be used to inform the ERB about the expenses of an industry-supported program. All commercial support must be spent on allowable expenses associated with the program. It is the program's and sponsoring department's responsibility to conduct financial audits of the program and reconcile the budget at the conclusion of the event to ensure that the industry support did not exceed the expenses of the program. If the industry support results in net revenue for the program, it is the program's and department's responsibility to return such net revenue to the industry sponsors of the program. If there are surplus funds due to registration or tuition fees, the department must use such surplus on next year's conference or on departmental programs in furtherance of the educational mission of the hospital.

Institution

Program Name

Program Date

Category	Description	Cost Per Unit (i.e. per meal, per individual)	Unit(s)	Total Cost	Will Industry Funds Be Used? (Yes/No)
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Meeting Space and Logistics Expenses

Venue Expense					
Breakfast					
Morning Break					
Lunch					
Afternoon Break					
Dinner					
A/V					
Printing					
Internet					
Other (please specify)					
Subtotal				0	

Staffing Expenses

Please describe the number of FTEs in each job position and then list the total salary for all program staff

Program Director					
Administrative Support					
Other					
Subtotal				0	

Faculty Expenses

Honoraria					
Travel					
Lodging					
Transportation					
Meals (excluding course meals)					
Other (please specify)					
Subtotal				0	

Category	Description	Cost Per Unit (i.e. per meal, per individual)	Unit(s)	Total Cost	Will Industry Funds Be Used? (Yes/No)
Marketing Expenses					
Advertising					
Printing					
Mailing					
Postage					
Other (please specify)					
<i>Subtotal</i>				0	
CME and Other Expenses					
Accreditation Fee					
Hospital/Department Overhead					
<i>Subtotal</i>				0	
Total Program Expenses				0	
Income					
Estimated Registration Fees					
Total Program Income				0	