AACRAO 2018 Annual Meeting
Orlando
March 25 – 28, 2018

Workshop Budget Form

Attach this form to the Session Proposal. Please complete all information requested or indicate "to be developed." ***Please note: Be sure to save this document before closing!***

Deadline for submission: Friday, June 23, 2017

WORKSHOP TITLE: _____

_____

Requested Day/Time: Sunday ☐ All Day (8:30 am – 3:30 pm)
☐ AM (8:30 am – 11:30 am) ☐ PM (12:30 pm – 3:30 pm)

COMMITTEE CONTACT (Name, telephone, fax, e-mail):

FEE: The minimum workshop fee is $155 per person for a half day, $240 per person for a full day. This includes AM/PM break and routine audiovisual equipment (LCD projector, screen, etc.), and other minor expenses. (Breaks include coffee and sodas. Lunch will NOT be provided.) The fee may be increased to cover, additional audiovisual equipment, Internet, publications, workbooks, extensive copying, and other expenses.

ESTIMATED EXPENSES:

Expense Item	Description	Cost (if known)
Workbooks		$
Publication (indicate name):		$
Copying		$
A-V in addition to standard A-V (see below**)		$
Other expenses		$
Other expenses		$
Other expenses		$
TOTAL EXPENSES		$

**Standard audio-visual :includes: XGA LCD Projector, VGA connection and electrical outlet, screen and podium microphone (rooms for 60 or more).

Will you need an Internet connection (additional cost)? **Yes** ☐ **No** ☐

Additional Comments:

BE SURE TO SAVE THIS DOCUMENT BEFORE CLOSING!