

biodiversity_next

Budget analysis and cost-recovery models

25 October 2018

Assertions

1. The conference organisers will make any effort to reduce the registrations costs for participants, enabling wider participation;
2. The conference organisers will consider the financial contributions of the in-cash contributing Steering Board members, as secured funding for the Conference budget;
3. The Conference organisers will not generate any net profit and any contingency funds available at the end of the accounting process, will be re-allocated to Conference-specific priorities, following the decision of the Steering Board.
4. The Conference organisers will secure a pre-determined number of special registration types (incl. early-bird, low-income countries, student etc) as part of the overall financial model;
5. Costs of additional services, including Conference dinner, pre-conference training courses, excursions and other social events will be calculated and added on top of the baseline registration fees;
6. This budget takes into account only the costs related to the organisation of the biodiversity_next main conference days (22 – 25 October 2019).

Key dates

Biodiversity_next - Science week – Main conference: 22 – 25 October 2019

Biodiversity_next - Science week – pre-conference training courses/workshops: 19-21 October 2019

Biodiversity_next – GBIF GB: 21-23 October 2019

Biodiversity_next – GBIF nodes meetings: 18 – 20 October 2019

Table 1. Baseline figures / Conference Parameters

No	Parameter	Estimate	Confidence level of estimate
1	Number of delegates	600-650	Low
2	Number of Conference days (not including pre-conference)	4	High
3	Number of pre-conference training/workshop days	3	High
4	Number of expected abstracts accepted	350	Medium
5	Number of Plenary sessions	8	High
6	Number of breakout sessions	8	High

Table 2. Itemised budget for main conference, excluding additional costs for training courses, conference dinner and excursions

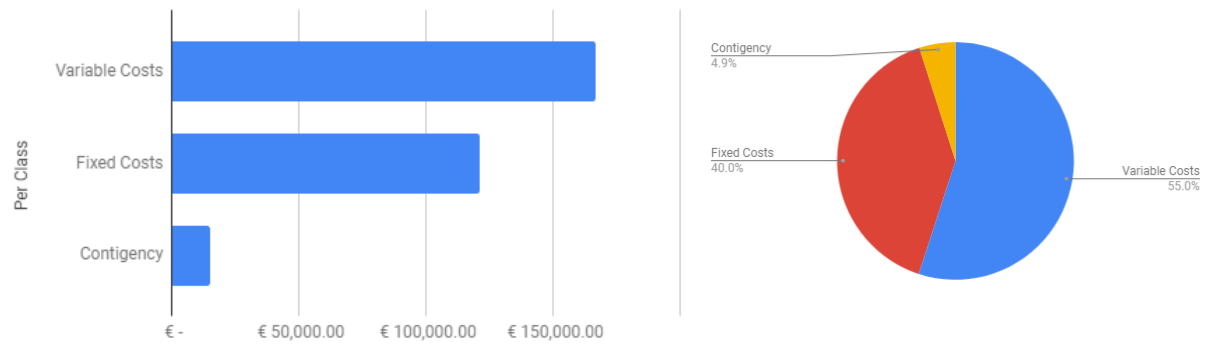
Class	Category	Expense line	Unit	Unit Cost	Total number of occurrences (days, persons, instances, items)	Total
Contingency	Contingency	ca. 5%	other	€ 15,000.00	1.00	€ 15,000.00
Fixed Costs	Venue	Venue hire	per day rental	€ 2,225.00	4.00	€ 8,900.00
Fixed Costs	Venue	Staging (extra lighting, backdrops, audio, video) & additional audiovisual	per day rental	€ 7,500.00	4.00	€ 30,000.00
Fixed Costs	Venue	WiFi boost and other extras	per day rental	€ 85.00	4.00	€ 340.00
Fixed Costs	Communication	website set-up and maintenance	other	€ 5,000.00	1.00	€ 5,000.00
Fixed Costs	Communication	printed material	other	€ 3,000.00	1.00	€ 3,000.00
Fixed Costs	Registration	Online registration system setup	other	€ 1,000.00	1.00	€ 1,000.00
Fixed Costs	Registration	Online scheduling software / app (Sched)	other	€ 2,000.00	1.00	€ 2,000.00
Fixed Costs	Volunteers (20)	Volunteers travel expenses	per volunteer	€ 200.00	20.00	€ 4,000.00
Fixed Costs	Volunteers (20)	gifts to volunteers	other	€ 500.00	1.00	€ 500.00
Fixed Costs	PCO	additional professional services	other	€ 10,000.00	1.00	€ 10,000.00
Fixed Costs	Awards	Best idea award & others	other	€ 20,000.00	1.00	€ 20,000.00
Fixed Costs	Other	Consumables, secretariat and LoC costs	other	€ 5,000.00	1.00	€ 5,000.00
Fixed Costs	Transport	Invited speakers local transport	per speaker	€ 100.00	10.00	€ 1,000.00
Fixed Costs	Speakers	Invited speakers travel expenses	per speaker	€ 2,000.00	10.00	€ 20,000.00
Fixed Costs	Speakers	Gifts to xc members / keynotes / conference execs	other	€ 500.00	1.00	€ 500.00
Fixed Costs	Speakers	Keynote honoraria	per keynote	€ 10,000.00	1	€ 10,000.00

Variable Costs	Catering	coffee breaks / continuous coffee	per person per day	€ 5.00	2,400.00	€ 12,000.00
Variable Costs	Catering	lunch breaks	per person per day	€ 21.00	2,400.00	€ 50,400.00
Variable Costs	Catering	Reception	per person per occasion	€ 30.00	600.00	€ 18,000.00
Variable Costs	Catering	Conference Dinner	per person	€ 50.00	600.00	€ 30,000.00
Variable Costs	Registration	Registration bag (usb/notepad/t-shirt/programme etc)	per person	€ 35.00	600.00	€ 21,000.00
Variable Costs	Registration	Name badge	per person	€ 4.00	600.00	€ 2,400.00
Variable Costs	Registration	Online registration fees	per person	€ 20.00	600.00	€ 12,000.00
Variable Costs	Abstracts	Abstracts APCs	per abstract	€ 60.00	350	€ 21,000.00
Total						€ 303,040.00

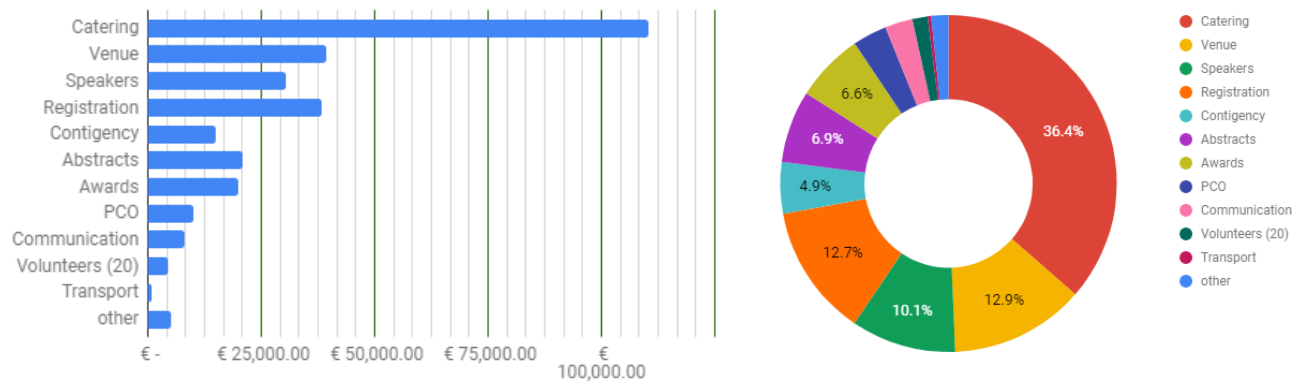
Table 3. Summary budget and per class & category breakdown

Total Budget	€ 303,040.00
Per Class	
<i>Fixed Costs</i>	€ 121,240.00
<i>Variable Costs</i>	€ 166,800.00
<i>Contingency</i>	€ 15,000.00
Per Category	
<i>Catering</i>	€ 110,400.00
<i>Venue</i>	€ 39,240.00
<i>Speakers</i>	€ 30,500.00
<i>Registration</i>	€ 38,400.00
<i>Contingency</i>	€ 15,000.00
<i>Abstracts</i>	€ 21,000.00
<i>PCO</i>	€ 10,000.00
<i>Communication</i>	€ 8,000.00
<i>Volunteers (20)</i>	€ 4,500.00
<i>Transport</i>	€ 1,000.00

Summary diagrams



Budget per Cost category



Cost-recovery models

The organisation of the Conference introduces two main classes of costs: (i) The fixed costs; where minor fluctuations in the number of attendees do not affect the costs and (ii) The variable costs; where the costs are proportionate to the number of attendees. The Conference cost-recovery model should anticipate changes in the number of attendees without major alterations in the financial model (e.g. the need to raise or lower the registration fee).

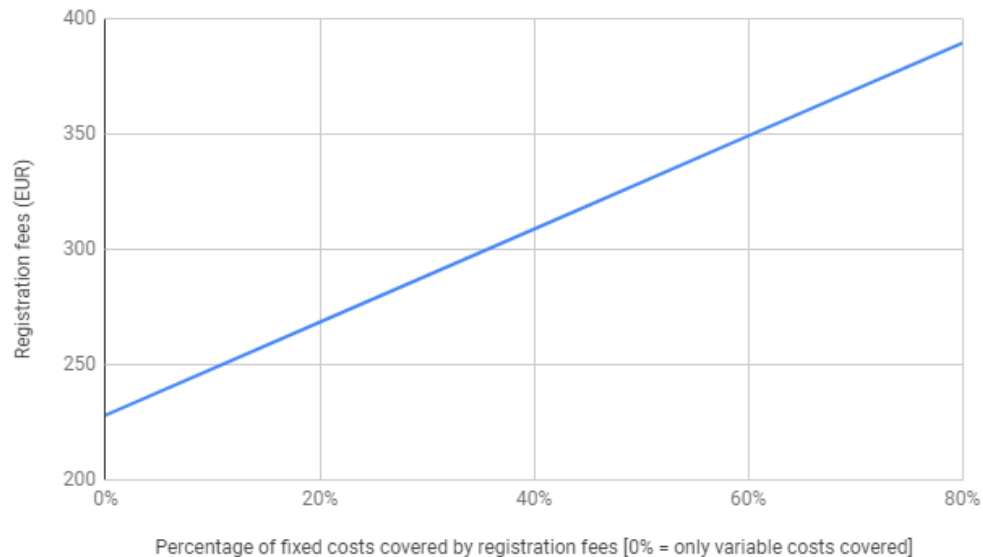


Figure 5. Baseline fee to break even based on the percentage of fixed costs covered by registrations

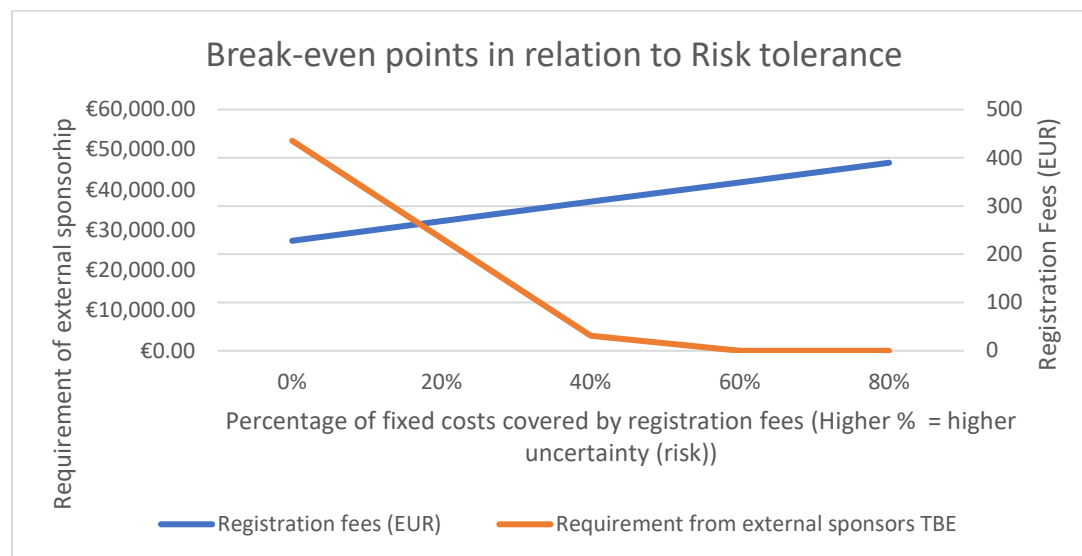


Figure 6. Break-even points (sum of income from registration fees and external sponsorships) depending on the percentage of the fixed costs covered by registration fees. The higher the percentage is the higher the risk, as deviations in the number of tickets could affect the capacity of the organisation to cover for all fixed costs.

Table 4. Estimated total income (no dinner included) based on all secured and anticipated sources, including registration fees, external sponsors, organisers' & local host support.

	<i>number</i>	<i>Registration (not including Dinner)</i>	<i>per contributor</i>	<i>Total</i>
<i>Registration fees income</i>	600	€ 298.72		€ 179,234.00
<i>Sponsors</i>	7		€ 4,000.00	€ 28,000.00
<i>Organisers</i>	3		€ 13,000.00	€ 39,000.00
<i>Council/national contributions/NLBIF</i>	1		€ 30,000.00	€ 30,000.00
<i>Total</i>				€ 276,234.00

Taking into consideration financial risk mitigation the expected income from sponsorships, an optimum baseline registration fee should be set at EUR 300,00. At this level of registration, the 5% contingency fund (see itemised table 1) included in the budget will provide a buffer, at an acceptable confidence level, to counterbalance any deviations to the number of attendees registered for the meeting.

All the above calculations are based on already secured contributions of EUR 39,000 from the in-cash contributing members of the StB and EUR 30,000 from the NLBIF/Local host.

Assuming the baseline registration fee is set at EUR 300,00 and given that discounts need to apply for early-bird tickets, student tickets and low-income countries tickets, the normal registration fee could be set at EUR 370,00, with approximately 50% of all tickets provided at this rate.

Table 5. Registration types, allocation of tickets, price per ticket (to-break-even) and discount or surcharge percentage in relation to the full price

Type of registration	% allocated to type (approximates)	Number of tickets available	Price per ticket (EUR)	Income (EUR)	Discount [surcharge] (%)
Full price	40%	270	390.00	105,300.00	0
Super-early-bird	10%	70	250.00	17,500.00	35
Early-bird	15%	100	310.00	31,000.00	20
Student	10%	70	160.00	11,200.00	60
Low-income (& lower-middle income) economy	10%	70	80.00	5,600.00	80
Late / last	10%	70	470.00	32,900.00	[20]
Concession	5%	25	0.00	0.00	100
Day ticket	<i>extra</i>	40	150.00	6,000.00	-
Totals	100%	687	-	185,670.00	-