

ESSM – CORE PROFESSIONAL CONGRESS ORGANIZER

COST ESTIMATE SUMMARY

Name of PCO:

Prefinance	Management Fee		Registration		Exhibition		Sponsorship	Abstracts	Software	Admin.	Social Events	VAT
	Fee	% from Average Reg. Fees	Fee	% from estimated Reg. Fees	Fixed Fee	% from Sales						

Instructions:

1. Please fill in your company name and all the relevant fee information. Where a column exists for both fee and percentage enter one of the other.
2. If necessary - add any fees that are not represented in the above table.
3. Review the Congress Assumptions table for Congress information.
4. Fill in the Cost Estimate table by applying your fees based on the Congress Assumptions table.