

SOCIAL FUNCTIONS  
IEEE SPONSORED or CO-SPONSERED CONFERENCES  
PLEASE FILL OUT GREY SHADED AREAS

					Budget	Interim	Final
<b>(1) Breakfast</b>							
No. Breakfast		No. people		\$/person			
1	X	200	X	30.00	6000.00		
0	X	0	X	0.00		0.00	
0	X	0	X	0.00			0.00
<b>(2) Luncheons</b>							
No. Luncheons		No. people		\$/person			
2	X	664	X	60.00	79680.00		
0	X	0	X	0.00		0.00	
0	X	0	X	0.00			0.00
<b>(3) Welcome Reception</b>							
No. Reception		No. people		\$/person			
1	X	548	X	45.00	24660.00		
0	X	0	X	0.00		0.00	
0	X	0	X	0.00			0.00
<b>(4) Dinner</b>							
No. Dinner		No. people		\$/person			
1	X	692	X	150.00	103800.00		
0	X	0	X	0.00		0.00	
0	X	0	X	0.00			0.00
<b>(5) Breaks</b>							
No. Breaks		No. people		\$/person			
1	X	884	X	60.00	53040.00		
0	X	0	X	0.00		0.00	
0	X	0	X	0.00			0.00
<b>(6) Other F &amp; B activities</b>					73500.00	0.00	0.00
<b>Total Social Function Expenses</b>					<b>340680.00</b>	<b>0.00</b>	<b>0.00</b>

**SOCIAL FUNCTION COST PER ATTENDEE**  
(Total social function expenses/No. of conference registrants)

0	0	0
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**OTHER PROGRAM EXPENSES**

	Budget	Interim	Final		Budget	Interim	Final
Program Production	0.00	0.00	0.00	Paper Review	0.00	0.00	0.00
Special Speakers Fee	0.00	0.00	0.00	Special Speakers Travel	20000.00	0.00	0.00
Program Speaker Fees	0.00	0.00	0.00	Program Speaker Travel	0.00	0.00	0.00

**(7) Total Other program Expenses**      20000.00      0.00      0.00

**TOTAL SOCIAL & PROGRAM EXPENSES**      360680.00      0.00      0.00

NOTE: BE SURE TO COMPLETE AND RETURN ALL FINANCIAL FORMS TOGETHER ("PART I: INCOME," "PART II: EXPENSE," "SOCIAL FUNCTIONS" AND "SUMMARY REPORT").

**RETURN TO: IEEE CONFERENCE SERVICES**  
445 HOES LANE, P.O. BOX 1331, PISCATAWAY, N.J. 08855-1331, USA  
OR EMAIL: [conference-services@ieee.org](mailto:conference-services@ieee.org) OR FAX: +1 732 981 1769  
Keep a copy for your records