

**National Lipid Association
Budget Template for 2008 Regional Satellite Symposia
Managed by Medical Education/Communication Company**

NLA Fees

Program Management Fees

NLA	Program Management	\$ 12,000	Program Management/Development	\$ 10,000	80 hours @ \$125/hr
			Development of Marketing/Advertising	\$ 2,000	25 hours \$80/hr
NLA	CME Accreditation Fees	\$ 10,000	Committee Review & Documentation; Compliance; Certificates		
	CE Accreditation Fees	\$ 4,000	CPE, CNE, CDR credit, certificates		
Subtotal Program Management Fees		\$ 26,000			

Program Production Fees

NLA	Marketing	\$ 3,500	Website Posting & e-Blasts	\$ 500	
			Program Listing	\$ 1,250	
			Registration Bag Flyer	\$ 1,250	200 copies @ \$3.75 + \$500 Production
			Signage	\$ 500	2 signs, 1 directional
Subtotal Program Production Fees		\$ 3,500			

Total NLA Fees \$ 29,500

Required NLA Pass-Thru Fees

NLA	Audio/Visual	\$ 4,000	LCD projector(s), screen(s), laser pointer, speaker timer, cue light, laptop, microphones, lighting package, sound package, confidence monitor		
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NLA	Onsite Prep & Registration Services	\$ 1,500	Registration Desk, Room Prep, Signage + Staffing		
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NLA	Faculty Slide Review Room	\$ 500			
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Total Required Pass-Thru Fees \$ 6,000

Variable Pass-Thru / Organizer Fees

NLA	Meal (Breakfast or Dinner)		Suggested: Dinner = \$75-90 pp / Breakfast = \$50-75 pp		
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Med Ed Production of Slides/Presentations

Med Ed	Brochure Graphic Design		Art Direction, Logo Design, Brochure Design		
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Med Ed	Brochure Printing, Mailing		Printing, Fulfillment, Postage (4,000 copies)		
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Med Ed	Meeting Materials/Handouts		Development, Printing, Shipping (175 copies)		
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Med Ed	Program Development Fee				
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Med Ed	Program Management Fee				
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NLA	ARS/Additional AV		Keypads @\$12.00 ea. and Tech @1,500		
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Med Ed	Staff Travel				
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Med Ed	Speaker/Faculty Honoraria		Program Director/Chairperson	\$ 2,000	
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			Speakers/Faculty	\$1,500-\$2,000	
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Med Ed	Speaker/Faculty Travel		Airfare	\$ 2,250	3 @ \$750
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			Ground Transportation	\$ 900	3 @ \$300
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			Lodging	\$ 750	3 @ \$250
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	Subtotal	\$	Per Diem/Meals	\$ 225	3 @ \$75/Day
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TOTAL GRANT REQUIRED \$ 35,500