

IEEE Project 802
Estimated Statement of Operations
March 1999 Meeting

open	6 Mar 1999 Operating Reserve	45,597	
Mar 1999 Meeting Income:		Actual	Budget
	188 Registrations@ \$300	56,400	
	227 Registrations@ \$275	62,425	
	0 Registrations@ \$100	0	
	Subtotal	118,825	97,750
	Deadbeat Registrations	0	
	A/G Copy Comissions	0	
	Bank Interest	0	
	Copying Income	0	
	Other	0	
plus	TOTAL Income	118,825	97,750
Nov 1998 Meeting Expenses:		Estimate	Budget
	Audio Visual Rentals	5,000	3,000
	Bank Charges	20	
	CCI Mar 99 Meeting Administration	30,700	27,200 *
	Copying	5,500	7,500
	Credit Card Discounts	3,387	2,786 *
	International Program Fee	37,300	30,600 *
	Phone & Electrical	600	500
	Refreshments	16,500	12,000
	Shipping	2,500	2,500
	Social	9,599	8,500
	Supplies	200	
	Other	1,100	
minus	TOTAL Meeting Expense	112,405	94,586
minus	Equipment Expense	0	
equals	November 98 Operating Reserve	52,017	
	Net Change in Operating Reserve	6,420	3,164

* Actual charges are based on registration, budget is based on registration forecast.

Changes to Meeting Registration

July Meeting

Last hardcopy mailing of meeting announcement	
Pre-registration	\$250
On-site registration	\$300

November Meeting

Email and Web meeting announcement only	
Pre-registration	\$250
Early cancellation	\$0
Late cancellation	\$25
“No show” charge	\$50
On-site registration	\$300

Processing Changes (Effective for November)

- All pre-registrations must be prepaid by credit card
- Charges will not be submitted until after the pre-registration cut-off
- Pre-registration cutoff is seven business days before meeting (Thursday, 1:00 PM Pacific Time)
- All registrations after the cut-off are at on-site rate
- Early cancellations must be received at least three days before the meeting (Friday, 1:00 PM Pacific Time)