

Organizers, Location and Time

City, Country: _____

Hosting Organization: _____

Interspeech Chair: _____

Co-Chairs: _____

Proposed Conference Period: DD/MM/YYYY – DD/MM/YYYY

Interspeech Theme: _____

Venue

(List of) Venues (if already decided): _____

☐ Conference Hotel ☐ Conference Center ☐ Other

Capacity of Main Plenary Hall (number of seats >2000)*1: _____

Capacity of WIFI access (number of connections): _____

Housing, Transportation

Distance of conference venue ... to city center (in km): _____ ... to closest airport: _____

Number of hotels in conference venue proximity: ☐ <5 ☐ 5-9 ☐ 10-20 ☐ >20

Price range of hotels (in EURO): _____

Can the conference venue easily be reached by public transportation: ☐ Yes ☐ No

Local Organizing Committee

Technical Program Chair: _____

(Co-Chairs): _____

Local Support, Other chairs (list available names without any roles assignments)

Show the following numbers regarding local organizing committee members

☐ Males ☐ Females

☐ Members belonging to universities/institutes ☐ Industries

☐ Number of cities where members' affiliations exist

Please mark the events that are included in the registration fees:

☐ Welcome Reception ☐ Banquet ☐ Student Reception ☐ Reviewer Reception

☐ Other events: _____

ISCA Risk Fund coverage*2: ☐ Definitely ☐ Maybe ☐ No

*1 It is allowed to add supplemental halls, if they are connected well with the main hall.

*2 Check the ISCA website for details.

Budget (in Euro)

(Paid) Participants	Break Even 1	Break Even 2	Break Even 3
Number of participants for Break Even	1500	1800	2100
Number of expected full participants	1000	1200	1400
Number of expected student/retired participants	500	600	700
Income (a)			
Registration Fee ^{*1}			
Early full registration fee (per person:)			
Early student/retired registration fee (per person:)			
Late full registration fee (per person:)			
Late student/retired registration fee (per person:)			
Tutorials			
Exhibitors			
Sponsors			
ISCA donation (from paid participants) ^{*2} (b)			
full participant (40€ each)			
student participant (20€ each)			
Expenditures (c)			
Banquet / social events			
PCO (Professional Conference Organizer)			
Room Rental (Convention Hall, Poster, Oral, Exhibition area, Internet lounge, ...)			
Audio / Visual Rental			
Internet and WIFI			
Coffee breaks			
Technical assistance, staff, ...			
Badges, Bags,			
Signboards			
Exhibition Booths			
Facilities			
Review/Website			
Keynote Speakers, other Invitees			
Printing, CD production			
Abstract books, Proceedings, CD editing			
Graphic & Design			
Tutorial costs (room, speaker, material)			
Review Process (Travel, tools, ...)			
Student Grants (minimum: 650€×20)			
VAT			
TOTAL BUDGET (a)-(b)-(c)			

^{*1} Early Full 53% + Early Student/Retired 30% + Late Full 14% + Late Student/Retired 3% =100%

^{*2} Included in the registration fee

The budget template can be modified by the bidder to meet the individual plan, but please maintain the basic structure in order to facilitate comparison across bids.