

Budget Project Support e.g. Workshop/Conference/Lecture/Businesstrip etc.

| | | | |
|--|------------------------------------|-----|---------------------|
| Project name/Title of the event*: | "Illuminating the World" | | |
| Project/Event date: | 28.-29.5.24 | | |
| *Specify: Public or closed user group (CUG): | Public | | |
| Organizer (name, surname): | Yael Borofsky | | |
| Room(s): | Meridian Hall and Rudolf Wolf Room | | Total in months: 10 |
| Duration of Fellowship: From: | 01.09.2023 | To: | 30.06.2024 |
| Total Budget as a cost ceiling: | CHF 8'000.00 | | |

SAMPLE BUDGET

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| Event organisation - invited Guests | | CONTACT GUEST | | | | PARTICIPATION | | | TRAVEL | | | | | | Comment (by the organizer) | | |
|--|------------------------|----------------------|---------------------------|--|--|----------------------------------|---------------------------------------|---|----------------------------------|---|---|---|--------------|---------------------|----------------------------|-----------------------------------|--|
| Participants (please provide the Events Office with the necessary info of ALL participants, having an active part in your event) | Email | University of origin | City, Country | Role (e.g. (Key Note) Speaker, Organizer, Collaborator, Moderator, associate fellow) | participation confirmed: yes not confirmed yet: no | participation virtual or on-site | Arrival date xx.xx.xx (Accommodation) | Departure date xx.xx.xx (Accommodation) | number of nights (Accommodation) | Accommodation costs for one night CHF (please see factsheets on our website for additional information) | Estimated travel cost CHF (please see factsheets on our website for additional information) | Other costs (please specify in the Comment field) | Subtotal CHF | Total costs CHF | | | |
| 1 Caprotti, Federico, Prof. | fed@edu.com | University of Exeter | Exeter, England | Speaker | yes | on-site | 28.05.2024 | 30.05.2024 | 2 | 150 | | | 300.00 CHF | | travel is self-funded | | |
| 2 Rongwana, Yamkela | Yaro@yahoo.com | N/A | Cape Town, South Africa | Keynote Speaker | yes | on-site | 27.05.2024 | 30.05.2024 | 3 | 150 | 1000 | 150 | 1'600.00 CHF | | 150 CHF for ground transp | | |
| 3 Maha, Xolelwa | xolelwa.maha@gmail | N/A | Cape Town, South Africa | Keynote Speaker | yes | on-site | 27.05.2024 | 30.05.2024 | 3 | 150 | 1000 | 150 | 1'600.00 CHF | | 150 CHF for ground transp | | |
| 4 Kersey, Jessica | jess.kerss@gmx.us | UC Berkeley | Berkeley, California, USA | Speaker | yes | on-site | 26.05.2024 | 30.05.2024 | 4 | 150 | | | 600.00 CHF | | travel is self-funded | | |
| 5 Oluoch, Isaac | isa@edu.com | Univ. of Twente | Enschede, Netherlands | Keynote Speaker | yes | on-site | 28.05.2024 | 30.05.2024 | 2 | 150 | 400 | | 700.00 CHF | | maybe travel by train | | |
| 6 Lukuyu, June | junelukuyu@edu.com | Univ. of Washington | Seattle, Washington, USA | Speaker | yes | virtual | | | 0 | | | | 0.00 CHF | | | | |
| 7 Salazar Miranda, Arianna | salaza@gmx.com | Yale University | New Haven, CT | Speaker | yes | virtual | | | 0 | | | | 0.00 CHF | | | | |
| Total costs Participants | | | | | | | | | | | | | | 4'800.00 CHF | | | |
| Other costs Description (e.g. exhibition related costs/ business trip) please specify costs (cash out) | | | | | | | | | | | | | | | | Comment (by the organizer) | |
| 1 Poster Stands | | | | | | | | | | | | | | | | 50.00 CHF | used during small present |
| 2 Printing of Poster | | | | | | | | | | | | | | | | 100.00 CHF | used during small present |
| Total costs Business trip / other costs | | | | | | | | | | | | | | 150.00 CHF | | | |
| Catering | | | | | | | | | | | | | | | | Comment (by the organizer) | |
| | Price per person (CHF) | Number of guests | At what time? | | | | | | | | | | | | | | |
| 1 Coffee break (fruits, sweets, coffee/tea, water) | 7 | 40 | 2*20 | | | | | | | | | | | | | 280.00 CHF | one coffee break on day one at around 3 pm, the other one on day 2 at 10 am |
| 2 Simple Lunch (with direct billing to the Collegium): either off site at the ETH-Dozentenfoyer (Buffet Style); or on site simple Flying Lunch at the Entrance Hall/Rudolf-Wolf-Room (Catering: max. 30-35 people) | 40 | 20 | 12:00 | | | | | | | | | | | | | 800.00 CHF | lunch on day 2 in the Entrance Hall and Rudolf Wolf Room; with a small poster presentation |
| 3 small reception (water, DJ, prosecco, wine or beer, snacks) | 35 | 20 | 17:30 | | | | | | | | | | | | | 700.00 CHF | reception on day 1 at 5:30 pm |
| 4 Speakers dinner at the Restaurant Al Forno with direct billing to the Collegium | 70 | | | | | | | | | | | | | | | 0.00 CHF | |
| Total costs Catering | | | | | | | | | | | | | | 1'780.00 CHF | | | |
| Subtotal | | | | | | | | | | | | | | 6'730.00 CHF | | | |
| Reserve 10% | | | | | | | | | | | | | | 673.00 CHF | | | |
| ESTIMATED TOTAL COSTS | | | | | | | | | | | | | | 7'403.00 CHF | | | |