

**AACRAO 2022 Annual Meeting
Portland Convention Center
April 3-6, 2022**

**Workshop Budget Proposal
DUE NO LATER THAN FRIDAY, DECEMBER 17, 2021**

Your workshop proposal is being considered for offering at 2022 AACRAO Annual Meeting but the committee needs to know your expenses. Please complete all information requested or indicate "to be developed." *Please note: Be sure to save this document before closing*

WORKSHOP TITLE:

Requested Day/Time (check one):
 Saturday All Day (9:30 am – 5:30 pm)
 Sunday All Day (8:30 am – 3:30 pm)
 Sunday AM (8:30 am – 11:30 am)
 Sunday PM (12:30 pm – 3:30 pm)

Presenter Name(s):

Presenter Institution(s):

I am thinking of this as a half-day session; it could be either morning or afternoon

COMMITTEE CONTACT

FEE: The tentative mandatory minimum workshop fee is \$155 per person for a half day, \$240 per person for a full day. This includes AM/PM break and routine audiovisual equipment (LCD projector, screen, etc.), and other minor expenses. (Breaks include coffee and sodas. Lunch will NOT be provided.) The fee may be increased to cover, additional audiovisual equipment, Internet, publications, workbooks, extensive copying, and other expenses.

ESTIMATED EXPENSES:

Expense Item	Description	Cost (if known)
Workbooks		\$
Publication (indicate name):		\$
Copying		\$
A-V in addition to standard A-V (see below**)		\$
Other expenses		\$
Other expenses		\$
Other expenses		\$
TOTAL EXPENSES		\$

**Standard audio-visual :includes: XGA LCD Projector, VGA connection and electrical outlet, screen and podium microphone (rooms for 60 or more). Speakers should supply own laptop and power supply.

Will you need an Internet connection (additional cost)?

Additional Comments:.