**Annex D - Financial Best Practices**

Contracting for Management and Venues

Contracts for management agency, conference venues, and off-site social venues should be reviewed and approved by the IBS officers and Executive Director. These contracts should be signed by the Executive Director. It is preferable that all contracts be in English.

Prior to securing a conference management agency, an RFP with the scope of work outlined, must be sent to two or more agencies. This way the LOC and officers are assured of getting the best price for service and it provides an opportunity for negotiating on price and scope. The IBO can be of assistance in identifying agencies and securing bids.

Budget

A preliminary budget should be prepared at least two years prior to the Conference and no later than the preceding IBC. This is an activity of the LOC with the support of the IBO and the Secretary/Treasurer. The budget should give detailed information about anticipated sources of income and expenses. A sample preliminary budget is given in Appendix D. One year prior to the IBC, a final budget should be prepared and approved by the Executive Board.

Income

Sources of income include the following:

1. Registration fees.
2. Grants from government agencies.
3. Donations from non-government agencies.
4. Contributions by the Host Region.
5. Exhibitors.
6. Others.

Lodging fees, tour fees, and banquet fees are not included in the above list. These items are considered 'pass-through' items and should not be an expense for the Society.

The Registration fees should be set at a level to ensure that all meeting expenses (see below) are covered including expenses incurred by the IBO. All participants, regardless of role in the Conference, must pay the registration fee.

Registration fees are set for regular members, regular members from DC, Students, and non-members. Non-members in all categories should pay 30% more than members. There should be an early bird registration fee, a regular fee, and an on-site fee, each escalating in price. There should be a registration fee for accompanying persons which covers the cost of the opening reception and coffee breaks.

As a way of having specific number about delegates attending the previous conferences, some general information about this follows:

1. **Dublin, Ireland (IBC 2008)**: 932 delegates and 59 accompanying persons.

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| --- | --- | --- |
| **Delegate Type** | **Numbers** | **Percentage** |
| IBS Member, Early Bird Fee | 383 | 41.09% |
| Non-Member, Early Bird Fee | 146 | 15.67% |
| Student IBS Member, Early Bird Fee | 56 | 6.01% |
| Student Non-Member, Early Bird Fee | 103 | 11.05% |
| IBS Member, Full Fee | 65 | 6.97% |
| Non-Member, Full Fee | 62 | 6.65% |
| Student IBS Member, Full Fee | 3 | 0.32% |
| Student Non-Member, Full Fee | 13 | 1.39% |
| Delegates from Developing Countries (DC) | 82 | 8.80% |
| Committee Member, Fee Waived | 0 | 0.00% |
| Exhibitor, Fee Waived | 14 | 1.50% |
| Short Course Presenter, Fee Waived | 2 | 0.21% |
| Speaker Day Rate | 3 | 0.32% |
| **Total** | **932** |  |
|  |  |  |
| **Accompanying Person’s Fee** |  |  |
| Accompanying person | 59 |  |
| **Total** | **59** |  |
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1. **Florianópolis, Brazil (IBC 2010)**: 808 delegates and 84 accompanying persons.

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| **Delegate Type** | **Numbers** | **Percentage** |
| IBS Member, Early Bird Fee | 165 | 20.42% |
| Non-Member, Early Bird Fee | 67 | 8.29% |
| Student IBS Member, Early Bird Fee | 54 | 6.68% |
| Student Non-Member, Early Bird Fee | 191 | 23.64% |
| IBS Member, Full Fee | 21 | 2.60% |
| Non-Member, Full Fee | 22 | 2.72% |
| Student IBS Member, Full Fee | 8 | 1.00% |
| Student Non-Member, Full Fee | 17 | 2.10% |
| Delegates from Developing Countries (DC) | 263 | 32.55% |
| **Total** | **808** |  |
|  |  |  |
| **Accompanying Person’s Fee** |  |  |
| Accompanying person | 84 |  |
| **Total** | **84** |  |
|  |  |  |

Expenses

Expenses usually include the following:

1. Conference Venue (including meeting space, wi-fi, equipment, electricity, etc.).
2. Badges and conference bags.
3. Printing (announcements, Programs, letters, etc.).
4. Production of electronic abstracts
5. Mailing, FAX, telephone, e-mail costs.
6. Technology and staffing for Audio/Visual needs.
7. Publicity and advertising.
8. Conference Management Agency fees.
9. On-site staff costs.
10. IBO costs.
11. Opening Ceremony and reception.
12. Refreshments during breaks.
13. Daily transport (shuttle buses if needed).
14. (If necessary) Reimbursement towards expenses up to the amount of twice the registration fee for the Chairs of the International Program Committee and the Local Organizing Committee of the next IBC.
15. Contingencies.

All Invited Session Organizers are considered voluntary positions and are not supported from the Conference budget or by the IBS.

Members of all IBS Committees, including the LOC and IPC, give their services on a voluntary basis and cannot receive remuneration for these services.

Any allocation of funds to participants from developing countries should be administered by the Awards Fund Committee.

The costs of the Opening Reception are included in the registration fee. Costs of the banquet and sightseeing events are paid as optional add-on extras by participants.

Expenses incurred in behalf of the IBS governance will be paid by IBS and are not considered an expense of the IBC. This includes meeting space, AV, receptions for the Executive Board, Regional Officers, Representative Council, and Standing Committees. The IBO will provide in advance a list of governance meetings that are planned for the IBC and for which space should be allocated.

Accounting

It is imperative that a valid accounting system be set up and records kept of all transactions. It is highly recommended that a separate bank account be established by the host region specifically for the IBC.

 A paper trail for all moneys received and disbursed must be maintained. This includes obtaining receipts from each person receiving reimbursements.

It is preferred that all accounting be handled by and through the IBO. This includes receiving fees for registration and exhibitor/sponsors.

In the situation where fees are collected by both the IBO and the host region, invoices should be paid by the IBO whenever possible. Disbursements by the conference management agency/LOC should be copied to the IBO with invoices.

At the conclusion of the conference, final payments to vendors will only be made or reimbursed upon receipt of an invoice.