

# **Proposal for Hosting NIMEXX**

**Location: Place location name here**

Proposed Dates: DATES

Chairs and staff: NAMES – please attach short bio

## INTRODUCTION OF YOUR PROPOSAL

### **a. schedule of event**

- INSERT COMPLETE TIMELINE INCLUDING MAIN FUNDING DATES, SUBMISSION DATES, REGISTRATION, CONCERT AND PAPER PROGRAM

### **b. facilities available**

- INSERT NAME DESCRIPTION OF VENUE INCLUDING CONCERT LOCATIONS AND LECTURE LOCATIONS, HOTEL FACILITIES ETC.

### **c. avenues for funding to support the event including:**

- INSERT ALL INFORMATION ABOUT HOW FUNDS WILL BE SECURED TO HELP HOST THE EVENT, I.E., SPONSORS, GRANTING AGENCIES ETC.

### **d. quality of the team that will organize it**

- DISCUSSION OF WHY TEAM IS CAPABLE OF HOLDING EVENT

### **e. reason for hosting it**

- DISCUSS MOTIVATION FOR HOSTING

### **f. any unique events**

- WHAT WILL BE DONE THAT IS UNIQUE TO YOUR NIME HOSTING

### **g. list of proposed guest speakers**

- IF KNOWN

**h. Would you be interested in other NIME years if your proposal is not accepted for the dates you proposed? If yes, which NIME years would you be willing to host?**

### **i. Budget Estimates**

**REGISTRATION FEES: LIST ALL EXPECTED REGISTRATION FEES INCLUDING EARLY REG, STUDENT REG AND INDUSTRY PARTICIPATION FEES.**

- ATTACH COMPLETE ESTIMATE OF BUDGET; PLEASE ASK FOR ASSISTANCE IF YOU ARE NOT SURE – SAMPLE CATEGORIES BELOW
- BEST TO USE EXCEL OR OTHER SPREAD SHEET FOR THIS

NIME Conference Budget

Totals

EXPENSES

**Conference Proceedings**

Publication of Papers	300 copies x \$15/copy
Facilities Charges	5 days x \$1000 / day
Equipment Rental	Presentation Equip
Food	\$ x 3 catered events
Honoraria	
3 key speakers	
7 performance fees	
Travel	3 key * \$XXXX ea
Hotel/Housing	3 key * \$XXX/day * 5

Total Conference Costs

**Publicity**

Poster	1000 copies
Display Ads	Leonardo
Program	500 copies
Brochure	1000 copies
Conference Bags	500 pieces x \$5.00/bag

Mailing Postage	1000 x \$.32
Mailing House Fees	
Telephone/Communication Costs	6 mos x 150/mo
Supplies	

Total Publicity/Outreach

**Staff**

Fundraising	120 hrs x \$30/hr
Conference Organization	600 hrs x \$30/hr
Support Staff	600 hrs x \$20/hr
Graphic Design	posters/logo

Total Staff

Incidentals / Contingency

**Total Expenses**

INCOME

Registration/Ticket Sales	
75 x \$XXX (regular)	75 tickets * \$XXX
75 X \$XXX (student)	75 tickets * \$XXX
Concert sales	X tickets * \$XXX

Corporate Sponsorship  
Grants \$XXXXXX committed

**Total Income**  
Surplus/Deficit

0