|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Name:** | | | | | |
| **EARNINGS (REVENUE)** | | | | | |
|  | **CATEGORY** | **PRICE** | **EXPECTED NO.** | **TOTAL (MYR)** | **ADDITIONAL COMMENTS** |
| *Eg.* | *Registration Fee*  *(International Participant)* | *USD 90.00* | *10 pax* | *RM4230.00* | *Exchange rate at USD1 = RM4.70* |
|  | | | | | |
| 1. | Registration Fee  (Student: UM) |  |  |  |  |
| 2. | Registration Fee  (Student: Non-UM) |  |  |  |  |
| 3. | Registration Fee  (Staff: UM) |  |  |  |  |
| 4. | Registration Fee  (Local Participant: Non-UM) |  |  |  |  |
| 5. | Registration Fee  (International Participant) |  |  |  |  |
| 6. | Registration Fee  (Group Package) |  |  |  |  |
| 7. | Sponsorship/Funding/Donations |  |  |  |  |
| 8. | Vendor Fees  (*ie. Booth Rental*) |  |  |  |  |
| 9. | (Insert Additional) – if any |  |  |  |  |
|  | **TOTAL EARNINGS** | | |  |  |
|  | | | | | |
| **EXPENSES** | | | | | |
| 1. | UM Mandatory Surcharge  (*10% of Total Earnings*) |  |  |  |  |
| 2. | Conference Package  (*as quoted by Hotel/Venue*) |  |  |  |  |
| 3. | Venue Rental  (*ie. Ballroom/Hall/Meeting Room*) |  |  |  |  |
|  | **CATEGORY** | **PRICE** | **EXPECTED NO.** | **TOTAL** | **ADDITIONAL COMMENTS** |
| 4. | Monetary Token  (Speaker) |  |  |  |  |
| 5. | Souvenir |  |  |  |  |
| 6. | Accommodation |  |  |  |  |
| 7. | Transportation |  |  |  |  |
| 8. | Event Prize  (*eg. Best Oral Presentation*) |  |  |  |  |
| 9. | Catering  (*incl. additional venue meal package*) |  |  |  |  |
| 10. | Printing  (*eg. Poster/Flyer, etc*.) |  |  |  |  |
| 11. | Stationaries  (*eg. lanyard, envelope, pen, etc*.) |  |  |  |  |
| 12. | Equipment Rental |  |  |  |  |
| 13. | Exhibition Booth |  |  |  |  |
| 14. | Additional Staffing Costs |  |  |  |  |
| 15. | Marketing/Advertising |  |  |  |  |
| 16. | Event Insurance/Permit |  |  |  |  |
| 17. | (Insert Additional) – if any |  |  |  |  |
|  | **TOTAL EXPENSES** | | |  |  |
|  | **FINANCIAL PERFORMANCE** *(ie. TOTAL EARNINGS minus TOTAL EXPENSES)* | | |  |  |

\*Any losses resulting from the organization of the program or activity are the sole responsibility of the organizers and are not the liability of the Faculty of Medicine or Universiti Malaya.