

## Attachment 2

### Budget Guidelines

GLOBE expects the Offeror to calculate the total budget for planning, execution and follow-up of the meeting using local rates as a cost basis. The Offeror will have considerable discretion in determining registration fees for participant and vendors.

Budgets must include the following elements:

#### A. Total anticipated cost to the Offeror

- Meeting planning (travel, teleconferencing, salaries, benefits)
- Materials costs (participant information prior to and at the meeting, signs, and any other materials that cannot be electronically distributed)
- Meeting and lodging space costs charged by the facility
- Catering costs (beverage service, lunches, reception food)
- Audio visual costs charged by the facility
- Travel for GLE-OC members (excluding UCAR/GLOBE staff)
- Final report compilation and printing
- Equipment for protocol training
- Ground transportation (to/from hotel and to/from field sites)

#### B. Proposed sources of revenue, and amount (should equal or exceed the total cost reported in item A):

- Participant registration fees (number of participants multiplied by the fee amount)
- Vendor exhibit/sponsorship fees or donations (including approximate number of vendors anticipated)
- In-kind vendor contribution of meeting facilities (i.e. computer lab equipment, etc.)
- Proposals to other potential funding agencies
- Support from UCAR/GLOBE Program Office (\$75,000 maximum)

#### C. Estimated Participant Costs

- The information provided should include the best estimate of the **costs to participants attending the event**. It is understood that these costs will vary depending on the site chosen for the meeting, and Offerors may be considering more than one site at the time of the proposal. Please include details on all facilities being considered for the meeting. Required information will include:
  - Registration fee (and what the registration fee will include)
  - Transportation from the airport to the meeting site (if not included in registration fee)
  - Accommodations, detailed by type (hotel, dormitory, cabin, camping site – if not included in registration fee)
  - Cost of special events, if any (if not included in registration fee)