

2028 PMRC Budget Template

Site Selection Application — Complete all applicable fields

Planning assumption: All projections should be based on 450 total attendees, approximately 30–35% of whom are PhD students (~140–158 students; ~292–310 full registrants).

In-kind contributions should be listed at fair market value, even if no cash changes hands. Items that cannot yet be determined may be left blank with a brief note.

Registration fees are set using the four-tier matrix below and will be finalized by PMRA after sponsorship totals are confirmed.

Registration Fee Tiers — Proposed Rates

REGISTRANT TYPE	PMRA MEMBER	NON-MEMBER
Full Registrant	\$ _____	\$ _____
Student / PhD	\$ _____	\$ _____

These rates are proposals only. PMRA will confirm final fees in coordination with the selected host once sponsorship revenue is known.

Projected Expenses

LINE ITEM	AMOUNT (USD)
Food & Catering – Total	_____
<i>Breakfasts (if applicable)</i>	_____
<i>Lunches (if applicable)</i>	_____
<i>Receptions (if applicable)</i>	_____
<i>Snacks / refreshments</i>	_____
Space / Venue Rental	_____
Staff (planning, registration, logistics, program, final report)	_____
IT: Audio-visual, website, and proposal submission system	_____
Travel and lodging support for PhD students (if applicable)	_____
Bags, name tags, printing, and conference supplies	_____
Transportation during conference (e.g., shuttles to off-site events)	_____
Contingency / Overrun (recommend 8–12% of total)	_____
Other (describe: _____)	_____
Total Projected Expenses	_____

Projected Revenues

LINE ITEM	AMOUNT (USD)
Host institution cash contribution	_____
In-kind: Staff (at fair market value)	_____
In-kind: Space / venue (at fair market value)	_____
In-kind: Other (describe: _____)	_____
Registration fees — Member / Full ___ attendees × \$___	_____
Registration fees — Member / Student ___ attendees × \$___	_____
Registration fees — Non-Member / Full ___ attendees × \$___	_____
Registration fees — Non-Member / Student ___ attendees × \$___	_____
Sponsorships from other schools or organizations	_____
Total Projected Revenues	_____

Note: Registration fees will be finalized by PMRA in coordination with the selected host after sponsorship revenue is known. Show your per-tier assumptions in the lines above.

Supplemental: Participant-Borne Costs (complete if known)

LINE ITEM	ESTIMATED AMOUNT (USD)
Lodging – standard hotel rate (per night)	_____
Lodging – reduced / student rate (per night, if available)	_____
Ground transportation to/from airport	_____
Optional meals not covered by registration	_____
Optional tours or excursions (if offered)	_____
PMRA membership renewal	_____
Estimated Total Per-Participant Cost (excl. registration & travel to city)	_____