

2018 APSIG Budget - Contract

No	Item	AITCC
1	Meeting Room Package	
	Day 1,3 (9,11 July, Monday, Wednesday)	
	Full Day Meeting for 50 pax	
	Coffee Break/Tea Break	400.00
	Lunch	916.67
	Day 2 (10 July, Tuesday)	
	Half Day Meeting for 50 pax	
	Coffee Break/Tea Break	200.00
Lunch	916.67	
Day 4 (12 July, Thursday)	Full Day Meeting for 50 pax with ALLSIG meeting in the afternoon	
	Coffee Break/Tea Break	280.00
Lunch	916.67	
	Room Rental	240.00
	Stationery	80.00
	LCD Projector Rental	333.33
Subtotal (1)		4,283.33
2	Materials and Supplies	
	APSIG Welcome Packet	375.00
Subtotal (2)		375.00
3	Social	
	Welcome Dinner (Day 0, 8 July, Sunday)	1,000.00
	Excursion Dinner (Day 2, 10 July, Tuesday)	1,000.00
	Conclusion Dinner (Day 3, 11 July, Wednesday)	1,000.00
	Excursion Transportation (Day 2, 10 July, Tuesday)	333.33
	Conclusion Dinner Transportation (Day 3, 11 July, Wednesday)	250.00
	Excursion Expense (Water, Brochures, Tour Guide)	660.00
Subtotal (3)		4,243.33
4	Local Administration	
	Office Expense	1,026.00
	Coordination Services	4,104.00
	Secretariat Staff (595 USDx7 months)	4,165.00
Subtotal (4)		9,295.00
5	Accommodation	
	Single Rooms	2,200.00
	Twin Rooms	3,525.00
	Breakfast	1,344.00
Subtotal (5)		7,069.00
Total (1-4)		18,196.67

Exchange Rate: 1 USD = 30 THB

Remarks:

*Coffee Break/Lunch cost will depend on the selected menu

** Will vary on the selected menu/restaurant

Internet Access is included in the accommodation