



13TH DOCTORAL CONFERENCE ON COMPUTING, ELECTRICAL AND INDUSTRIAL SYSTEMS

FINANCIAL AND SPONSORSHIP GROUP

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BUDGET: PERFORMED ACTIVITIES

- Budget Preparation (define/estimate, supervise and control costs and income). **Set the Conf. Fees for 2022;**
- Work on different budget scenarios (expected, optimistic; pessimistic) and define a timeline (when money “enters” or “leaves”);
- Use all possible knowledge from DOCEIS‘2019, NOT in remote mode (start with previous budget);
- Update budget periodically and analyze evolution. **Budget only “frozes” a couple of months after conference is ended;**
- Interface periodically with Organization Logistics (in a monthly basis) and with Associated Activities Groups (this increases a lot close to the event);
- Interface with UNINOVA (daily) to perform payments, receipts, etc. (not easy but improved a lot!); (money should enter first);
- Financial sponsorship (next few slides).

SET CONFERENCE FEES FOR 2022 (SIMILAR TO DoCEIS'19 ?

DoCEIS'19 Registration fees

Registration Fee	Until 16th February 2019	After 16th February 2019
Socolnet Member	330€	370€
IEEE-IES Member	330€	370€
IFIP Member	330€	370€
FCT-NOVA / UNINOVA Student	330€	370€
IEEE Member	350€	390€
Non-Member	370€	400€
Paper accepted in Special Sessions	100€, for a single-day (payable on-site)	
Conference dinner	70€	

Please be aware that for each paper, at least one author has to register for the conference, by February 16th, 2019.

Failure to meet the deadline will result in an automatic withdrawal of the paper for presentation and publication.




Registration fee includes the Conference Proceedings, Coffee Breaks, Lunches, entrance to all technical sessions and Conference Dinner.

Special Sessions registration fee does not include the Conference Dinner.

SPONSORING: PERFORMED ACTIVITIES

- Extending list of potential sponsors and redefining the sponsoring packages (silver, gold and platinum);
- Preparing layout and content of the conference sponsorship internet subpage;
- Preparing a new (updated) multimedia presentation (e.g. in DoCEIS 2017 edition we have done a promotional video... (available on YOUTUBE...));
- In order to attract institutions and companies to support the conference, various approaches were used, namely:
 - Contact (via phone/e-mail) the companies/Institutions and book appointments;
 - Approach Sponsors from the previous years first (beginning of December ...);
 - Filling official forms in case they were provided by institutions and companies;
 - Making presentation during personal meetings.

SPONSORSHIP FORM

	 SILVER SPONSOR 500 €	 GOLD SPONSOR 1,000 €	 PLATINUM SPONSOR 2,000 €
Logo at the conference brochures	✓	✓	✓
Logo and link on the website	✓	✓	✓
Advertisement in the attendees' bag	✓	✓	✓
Advertisement in the main hall		✓	✓
Identification as main sponsor in all Plenary Ceremonies			✓
50% discount in the conference registration		2 attendees	2 attendees
Free conference registration			1 attendee

- There will be a single Platinum Sponsor Package.

SPONSORSHIP FORM

- Special Event Sponsorship

Conference bags
200 €

Welcome Reception
350€

Conference Banquet
1000 €

- We are open to suggestions of other types of sponsorship that are more adequate for your company.

SPONSORS (SOME EXAMPLES IN THE 2017 EDITION)



EXPENSES VS. INCOME (EXAMPLE - 2019)

Status	Provider	Description	Expenses			Note
			Value	Invoice	Date	
Pro-Forma	Hotel Aldeia dos Capuchos	Conference Rooms + Coffee-Breaks + Lunch	5 242,50 €	NO	07/04/19	Pro-forma for 45 pax. Paid by the FCT-DEE (to credit from PDEEC grants)
Quotation	Dia a Dia - Cristo Rei	Gala Dinner	1 500,00 €	NO	16/04/19	37,5€ pax, Assuming 40pax
Quotation	Duplix	Booklets printing	116,00 €	NO	16/04/19	80 booklets
Quotation		Trips for Keynotes	300,00 €	NO	16/04/19	airplane and train for 2 keynotes
Quotation		Trip for Keynote	220,00 €	NO	26/04/19	Personal car: 0,35€ / Km (around 500Km + tolls)
Quotation		Night stay for keynote 2 nights	150,00 €	NO	26/04/19	
Quotation		Taxis	140,00 €	NO	26/04/19	
Quotation	FCT	Welcome Kit Material	88,80 €	NO	17/04/19	80 canetas - 33.60€ 80 pastas - 40€ 80 sacos - 15.20€
Pro-Forma	Hotel Aldeia dos Capuchos	Welcome Reception	507,00 €	NO	18/04/19	Pro-forma from Hotel.
Pro-Forma	Ricarbus - Transporte de Passageiros	Bus to transport to and from Gala Dinner	200,00 €	NO	29/04/19	Pro-forma received to be paid.
Probable		Proceedings	1 444,83 €	NO		Expense from last year
Probable		Certificates, Big format print	300,00 €	NO		Expense from last year
Probable		Banner	83,64 €	NO		Expense from last year
Probable		Credit Card Expenses	46,74 €	NO		Expense from last year

Ref.	Registration (1) Payment Proof (2) Invoice (3)			Name	Value	Invoice	PDEEC	Pluri anua	Date	Note	Badge
	No-Registration Form (0)	Paper									
PRD_001	1	1		Rui Azevedo Antunes	330,00 €	NO	NO	YES	13/03/19	UNINOVA - PLURIANUAL - B2	YES
PRD_002	1	4		João Pedro Carvalho	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_003	1	5		Duarte Alemão	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_004	3	7		Paulo Rogério Pereira	350,00 €	YES	NO	NO	16/02/19		YES
PRD_005	0	8		Pedro Granchinho	- €	YES	NO	NO	27/03/19	Instituto Politécnico de Tomar. Missing Registration Form and Payment. Registration fee: 400€. Co	YES
PRD_006	3	14		Ricardo Santos	370,00 €	YES	NO	NO	28/02/19		YES
PRD_007	1	15		Paulo Lourenço	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_008	1	16		Artem Nazarenko	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_009	1	17		João Gião	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_010	3	18		Rui Melicio	330,00 €	YES	NO	NO	28/02/19		
PRD_011	3	19		Rui Melicio	330,00 €	YES	NO	NO	28/02/19		
PRD_012	3	20		Qasim Khalid	400,00 €	YES	NO	NO	18/03/19		YES
PRD_013	3	23		Ehtasham Mustafa	400,00 €	YES	NO	NO	09/04/19	Pro-forma asked. Pro-forma sent (12/04). Registration fee: 400€. Proof of payment sent.	YES
PRD_014	3	24		Ramy Afia	400,00 €	YES	NO	NO	09/04/0219	Pro-forma asked. Pro-forma sent (12/04). Registration fee: 400€. Proof of payment sent.	YES
PRD_015	3	25		Rui Melicio	330,00 €	YES	NO	NO	18/03/19		
PRD_016	0	28		-	- €	NO	NO	NO	14/03/19	Contact from Paulo Eigi Miyagi (Brasil). Accepted sharing the fee from paper ID 30. Work will be p	NO
PRD_017	3	29		Nebojsa Bacanin	330,00 €	YES	NO	NO	04/03/19	Via Marko Beko	YES
PRD_018	3	30		-	400,00 €	YES	NO	NO	27/04/19	Payment via Credit Card. Who will present is Mr. Felipe Cruspim da Rocha Salvagnini (co-author of	NO
PRD_019	1	32		Tiago Sousa	- €	YES	NO	NO	27/03/19	Universidade do Minho. Registration fee: 400€	YES
PRD_020	1	33		Koorosh Aslansefat	330,00 €	NO	NO	YES	02/04/19	Student from Prof. José Barata (credit in Prof's UNINOVA account)	YES
PRD_021	3	34		Levente Rác	390,00 €	YES	NO	NO	27/03/19		YES
PRD_022	3	38		João Borges	400,00 €	YES	NO	NO	08/04/19		YES
PRD_023	1	40		Majid Zamiri	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_024	1	41		Luís Encarnação	- €	YES	NO	NO	27/03/19	Sent an Official Requisition (from ISEL). Registration fee: 400€	YES
PRD_025	1	42		Ricardo Lopes Almeida	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_026	3	43		Bruno Miranda	370,00 €	YES	NO	NO	08/02/19		YES
PRD_027	3	46		Ramón Vilanova Arbós	700,00 €	YES	NO	NO	18/02/19	Paid 2 registration fees (Mr. Ivan Pisa Dacosta)	YES
PRD_028	0	47		João Santana	400,00 €	YES	NO	NO	27/03/19	Contact from Fernando Lopes. Payment via João Santana. Missing Registration form and Payment	YES
PRD_029	1	48		David Borges	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_030	1	49		Kankam Adu-Kankam	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_031	1	50		Paula Graça	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_032	3	51		Felipe Crispim da Rocha Salvagnini	358,00 €	YES	NO	NO	12/02/19		YES
PRD_033	1	52		Javaneh Ramezani	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_034	1	59		Tiago Antunes	- €	YES	NO	NO	27/03/19	INESC Coimbra. Registration fee: 400€. Includes registration fee of Prof. Paulo Santos.	YES
PRD_035	0	63		Margarida Gaspar	- €	NO	NO	NO	27/03/19	Registration fee covered by paper ID 64.	YES
PRD_036	3	64		Shakib Zohrehvandi	356,06 €	YES	NO	NO	13/03/19	Asked for VISA application letter.	YES
PRD_037	3	-		Collen Masilo	370,00 €	YES	NO	NO	01/04/19	No paper.	YES

Total Registrations (€) 6 984,06 €
PDEEC Registrations (€) 3 630,00 €
Plurianual Registrations (€) 660,00 €
TOTAL (€) 11 274,06 €

FINAL BALANCE (EXAMPLE - 2019)

Balance Sheet - DoCEIS'19

Registrations DoCEIS'19	€11 274,06
Registrations YEF'19	€230,00
Overheads UNINOVA (10%)	-€1 150,41
Expenses	-€10 339,51
TOTAL	€14,14
Expected Net Income left	€1 440,00
TOTAL	€1 454,14