

15TH 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 2024;**
- Work on different budget scenarios (expected, optimistic; pessimistic) and define a timeline (when money “enters” or “leaves”);
- Use all possible knowledge from DOCEIS’2019 and DOCEIS’2023, 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 2024 (SIMILAR TO DoCEIS'23 ?

DoCEIS 2023 Registration Fees

DoCEIS + YEF-ECE Full Package* (July 5 - 7)

	Early Bird (until May 30)	Late Registration (after May 30)
Socolnet Member	€330.00	€370.00
IEEE-IES Member	€330.00	€370.00
IFIP Member	€330.00	€370.00
FCT-NOVA / UNINOVA Student	€330.00	€370.00
IEEE Member	€350.00	€390.00
Non-Member	€370.00	€400.00
Extra Person for Conference Dinner	+€70.00	+€70.00
Physical Copy of the Proceedings Book	+€45.00	Unavailable

* - Includes the full DoCEIS Conference package: Conference Proceedings (Electronic Version), Coffee Breaks, Lunches, and Conference Dinner.




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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.

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SPONSORSHIP FORM

			
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.

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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.

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SPONSORS (SOME EXAMPLES IN THE PREVIOUS EDITIONS)



EXPENSES VS. INCOME (EXAMPLE)

Status	Provider	Description	Expenses			Date	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. Payed 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 payed.	
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.	No-Registration Form (0) Registration (1) Payment Proof (2) Invoice (3)	Paper	Name	Value	Invoice	PDEEC	Pluri anua	Date	Note	Badge
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 Grandinho	- €	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 Gilão	330,00 €	NO	YES	NO	22/03/19	PDEEC	YES
PRD_010	3	18	Rui Melicio	330,00 €	YES	NO	NO	28/02/19		YES
PRD_011	3	19	Rui Melicio	330,00 €	YES	NO	NO	28/02/19		YES
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	09/04/2019	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		YES
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	Nebajsa 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 Alansefat	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 Ráca	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 Vianova Aréols	700,00 €	YES	NO	NO	18/02/19	Payed 2 registration fees (Mr. Ivan Pica Daosta)	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	35,06 €	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 €
 Pluriannual 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