



14TH DOCTORAL CONFERENCE ON COMPUTING, ELECTRICAL AND INDUSTRIAL SYSTEMS

FINANCIAL AND SPONSORSHIP GROUP

Coordinator of the activities: João Goes, DEEC
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BUDGET: PERFORMED ACTIVITIES

- Budget Preparation (define/estimate, supervise and control costs and income). **Set the Conf. Fees for 2023;**
- 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)

| Expenses | | | | | | |
|-----------|--------------------------------------|--|------------|---------|----------|---|
| Status | Provider | Description | Value | Invoice | Date | Note |
| 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. | No-Registration Form (0) | | Paper | Name | Value | Invoice | PDEEC | Pluri anua | Date | Note | Badge |
|---------|--------------------------|-------------------|-------|------------------------------------|----------|---------|-------|------------|------------|--|-------|
| | Registration (1) | Payment Proof (2) | | | | | | | | | |
| 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 Gão | 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 | Payed 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 €
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 |