

	Units	Per Unit	Total	Notes
<b>Accommodations</b>				
International Participant Lodging (3 nights)	30	300	9000	*this also includes lodging for participants who are coming from other cities within hosting country; 60 participants, total, is the recommendation
Trainer Lodging	15	300	4500	
<b>Venue</b>				
Venue Rental	1	3000	3000	
AV Equipment	1	1200	1200	microphone, speakers, projector for main area
Misc Rental for Tables, Chairs, Speed-Geeking Cocktail Tables, White Boards/Flip Charts, TV or Computer Screens for Displays, Projectors, Additional Laptops			5000	*some type of screen/monitor for each breakout group
Security			3000	*not required everywhere
Wifi at venue for two days	2	250	500	
<b>Transporation</b>				
Transportation to the Venue- local participants	40	10	400	
International Trainer Flights	10	2000	20000	
Participants' flights (International and non-local Participants)	30	500	15000	
<b>Misc Expenses</b>				
Follow-on Project Funding			20000	*at least 20% of budget MUST be set aside for follow-on programming
Local Partner- Admin expenses	1	10000	10000	*Should not exceed 10% of budget
Translation- equipment and interpreters			1300	*not required everywehre
<b>Food</b>				
Lunch on Site Both Days for all participants	70	20	1400	
Coffee Breaks Day 1 and Day 2	2	100	200	

				*all meals must be provided for trainers and international (and non-local) participants- this can either be in the form of group meals, or per diem
International Participants and Trainer Breakfast & Dinner/Per Diem	28	100	2800	
Trainer Dinner night before TechCamp (including IIP staff, Embassy, and Partner organizer)	20	15	300	
Welcome Cocktail/Reception or dinner for all participants and trainers, evening of Day 1	70	20	1300	*not required, not done everywhere
Graphics				
Printing for Graphics, Signs, Banners, Agendas, Notebooks (Example: Large Banner for Main Conference Room, Posters on Easels)	3	300	900	
Photographer/videographer	1	200	200	*Often done in-house at no cost by embassy or partner
<b>TOTAL</b>			<b>100000</b>	