

**LIST OF SUGGESTED BUDGET ITEMS FOR ASAA 2019 BIENNIAL  
CONFERENCE PROPOSAL**

<b>ITEM</b>	<b>COST</b>
Venue rent	
Accommodation for keynote speakers	
Preparation and cleaning of venue	
Transportation and communication for LOC and volunteers	
Conference event manager	
Snacks for LOC and volunteers	
Uniforms for LOC and volunteers	
Decoration of venue	
Conference catering (lunch)	
Welcome cocktail	
Conference dinner	
Honorarium for LOC members and volunteers	
Conference files/bags	
Conference tag	
Bus for hotel shuttle to conference venue and other conference events (includes drivers' allowance)	
Bus for airport shuttle (in and out) for arrival and departure days	
Fuel	
Banners/ fliers for publicity	
Digital photographic coverage	
Video coverage (DVD)	
Programme brochure design and printing	
Health post and first aid kit	
Tents/tables for vendors	
Stationery	
Gifts for keynote speakers	
Contingency	