

Sample Event Budgets

Typical formats for events include workshops, lectures, panel discussions, exhibitions, and performances; however, there are no specific limitations in terms of formats set by the Collegium Helveticum. The Collegium retains a budget of **up to CHF 8,000 for each event** organized by an early-career fellow. In addition, fellows receive a contribution of up to **CHF 2'000 to support their research project** (e.g., for business trips, translation, copy editing). Pending approval from Deputy Director Mario Wimmer, the 2'000 CHF project support budget can be reallocated to the events budget (however, not the other way around).

The list provided below gives you rough numbers to calculate costs for elements of an event. For an international conference (duration 1.5 to 2 days), the Collegium usually has a maximum of 1 to 2 guests from overseas (economy flight and accommodation for up to 3 nights) and a maximum 2 to 3 guests from Europe (economy flight/train 2nd class and accommodation for 1-2 nights). Before inviting international guests, we encourage you to consider inviting local experts as well, to avoid unnecessary carbon emissions. The Collegium covers costs for travel expenses of invited participants. The Collegium usually does not pay an honorarium for invited speakers, except for independent artists, scholars, or writers. Below you can find sample budgets for a conference and a workshop to give you a realistic sense of costs to expect.

	International conference	CHF approx.	Workshop	CHF approx.
Flight/train Europe CHF 350-550	3 European guests	1,350	3 European guests	1,200
Flight transatlantic CHF 1,000-2,000	1 transatlantic guest	1,200	-	-
Hotel single room CHF 155-190/night standard	1 transatlantic guest for 3 nights/3 European guests for 2 nights	1,395	3 European guests for 2 nights	930
Coffee break with fruits/sweets, water	2 coffee breaks for 25 participants	350 7 p.p.	1 coffee break for 20 participants	140 7 p.p.
Speaker's lunch in-house or restaurant	10 guests incl. organizer and local guests	400 40 p.p.	8 guests incl. organizer and local guests	320 40 p.p.
Reception water, juice, wine, beer, and snacks	for 25 participants	875 35 p.p.	for 20 participants	700 35 p.p.
Speaker's dinner at a restaurant	10 guests: speakers, organizer, local guests	700 70 p.p.	10 guests: speakers, organizer, local guests	700 70 p.p.
Total		<u>6,270</u>		<u>3,990</u>