

Information to be Retained by Meetings

Conference Title: _____

Dates: _____

Location: _____

Facility (hotel, etc.) City, (Country)

Sponsors:	Financial Share
_____	_____
_____	_____
_____	_____

Papers:
 Number Submitted: _____
Geographic distribution

Number Accepted: _____
Geographic distribution

Invited Talks: _____
Titles and Authors

Attendance:
 Estimated: _____
 Actual: _____
Geographic distribution

Other:
 Panel/Discussion Sessions _____

 Short Course(s)/Tutorials _____

 Exhibits _____

<u>Budget</u>	<u>Actual</u>
Income: _____ <i>(with breakdown)</i>	Income: _____ <i>(with breakdown)</i>
Expenses: _____ <i>(with breakdown)</i>	Expenses: _____ <i>(with breakdown)</i>
Net _____	Net _____
	Registration Fees: _____