Here are some basic rules and suggestions regarding AES events

The first step for any event is to submit a [Survey Monkey](#). Even if you do not have all the info it gets the process started. On this form we would like to see the proposed topic, location, potential venue, and approximate date (minimum 12 months for a Conference, preferably 18 - 24 months). Also, members of your Conference Committee, potential sponsors, an approximation of the number of participants, and the proposed conference fee is helpful.

FEES:

Estimating fees can take into account the fees of past Conferences or similar events. The easiest way to approximate conference fees is to base them on your best guess regarding cost per person. For instance, if you estimate your cost per person to be $250, then

Member pricing:

Full participants:	Cost x 2.0	($500)
AES Student Members:	Cost x 1.2, or 60% of full fee	($300)
Authors:	Cost x 1.5 or 75% of full fee	($375)
Workshop Presenters	Cost x 1.0 or 50% of full fee	($250)
AES Student Authors:	Cost x 1.0 or 50% of full fee	($250)

Keynote speakers and invited Authors qualify for a free pass (as do Conference Committee members and volunteers).

Typically there will be one keynote speaker. Their conference pass and lodgings will be covered. Any additional featured or invited speakers will qualify only for the conference pass. On a case-by-case basis the ECC may approve additional expenses for the keynote. Another sponsorship opportunity would be for a sponsor to pay any additional expenses for a keynote speaker or featured/invited speakers.

Presenters who only attend for the day of their presentation rather than the entire Conference may be offered a free day pass at the discretion of the Conference Committee.

Non-members add $125 ($50 for students) to their fee which applies to membership and allows them access to the Conference proceedings posted on the AES E-Library, as such:

Non-member pricing:

Full participants:	Fee + $125	($625)
Student participants:	Fee + $50	($350)
Authors:	Fee + $125	($500)
Student Authors:	Fee + $50	($300)

Workshop Presenters: Fee + $125   ($375)

Non-members will be members for one year based on the additional fee. These funds should not be reflected as a credit in your budget, since the additional fees are credited to Membership.

PRESENTATION FORMAT:
As we return to in-person events we are all excited about the pleasure of seeing each other live.
At an in person event your participants will also expect in person presenters. Please consider the following guidelines:

- Keynote speakers must be In person, not virtual
- Moderators must be in person, not virtual
- Individual presenters/authors must be in person.
- One member of a panel may be virtual.
- Virtual presenters will pay the same registration fee as in person presenters.

USEFUL LINKS:

Survey Monkey for initial proposal

After initial proposal:
(Coming soon)
Conference Budget Template
Examples of other Conference Proposals