

1st Step: Fill out a Conference Proposal survey on [Survey Monkey](#) with the following info:

- Proposed Topic
- Location: city and potential venue
- Approximate date (minimum 12 months out, preferably 18 - 24 months out)
- Names of Conference Committee members (not exceeding 8 members)
- Potential sponsors (see the Conference Organization Guide for more details)
- Approximate number of participants
- Proposed conference fee

If any of this information is not available when you submit the survey just include as much as you can to get the process started.

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.

The chart below shows Conference Admission Fees *based on costs estimated to be \$250 per person*. Doubling the cost to establish the fee will work on many conferences, but smaller niche conferences will typically have to exceed cost x 2 in order to ensure covering HQ expenses and providing a surplus.

Attendee	Cost <i>estimated</i>		<i>multiplied by</i>	Total Members	+ Fee * <i>Membership</i>	Total Non-Members
Full Participants	\$250	×	2.0	\$500	\$125	\$625
Students	\$250	×	1.2 (60% of full fee)	\$300	\$50	\$350
Authors	\$250	×	1.5 (75% of full fee)	\$375	\$125	\$500
Student Authors	\$250	×	1.0 (50% of full fee)	\$250	\$50	\$300
Workshop Presenters	\$250	×	1.0 (50% of full fee)	\$250	\$125	\$375

* Non-members will become members for one year based on the additional fee, which is credited to AES Membership. These funds should not be reflected as a credit in your budget. Membership status allows them access to the Conference proceedings posted on the AES E-Library.

PRESENTERS:

Typically, there will be one keynote speaker. Their conference pass and lodgings will be covered. On a case-by-case basis the ECC may approve additional expenses for the keynote, such as travel. The keynote speaker or invited speaker/author shall not receive a fee or stipend for their speech. Another sponsorship opportunity would be for a sponsor to pay any additional expenses for a keynote speaker or featured/invited speakers.

Any additional featured or invited speakers will qualify only for the conference pass. 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. A limited number of Conference Committee members and volunteers qualify for a free pass.

PRESENTATION FORMAT:

As we return to in-person events, we are all excited about the pleasure of seeing each other live, as such we discourage virtual or hybrid events. 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 FOR AFTER INITIAL PROPOSAL:

After initial proposal: [Detailed Conference Organizational Guide](#)
[Conference Budget Template](#)
[AES Propose A Conference website link](#)