

COST WORKSHEET

REGISTRATION FEES: Be sure to see if your registration includes any meals or extra freebies. Be sure to highlight the savings included within your registration.	\$
CEM CLASSES/CERTIFICATION CLASSES:	\$
FLIGHT: Check with the show organizer when you are booking your flights, they may have partnered with major airlines to provide discounted airfare.	\$
HOTEL ACCOMMODATIONS: Always check the conference website, almost 99% of the time the show organizer has discounted room blocks with hotels in the surrounding areas. Be sure to book early though, room blocks fill up quickly!	\$
TRANSPORTATION: AIRPORT TO HOTEL	\$
TRANSPORTATION: HOTEL TO AIRPORT	\$
MILEAGE REIMBURSEMENT:	\$
PARKING REIMBURSEMENT:	\$
FOOD PER DIEM: See IRS guidelines for conference locale rates. (Again, be sure you're accounting for meals included in your registration!)	\$

TOTAL COST ASSOCIATED: _____

Benefits Worksheet

Earn credit hours toward an industry certification or recertification program including CEM, CMP, CMM, etc.	Be a part of a group that is committed and dedicated in continued and lifelong professional development
Attend a number of education sessions that are formatted in various learning environments. See sessions listed below.	Learn ways to reduce costs, increase revenue, motivate, retain and recruit attendees and exhibitors and various innovative ideas to use in your daily job.
Create a list of all organizer and supplier contacts I plan to meet with based on the pre-registration list. I will network with these contacts to discuss best practices or prospect for business. See contacts listed below.	This list will be utilized as a means for contact customers to expand your brand and conduct business or to provide you with a network of professionals to share best practice with.
Attend Expo! Expo! IAEE’s Annual Meeting & Exhibition.	As an organizer or supplier, I will be provided with a marketplace full of networking, tools, ideas, education and demonstrations for the exhibition industry professional.

I plan to attend the specified sessions listed below. These sessions will assist me in achieving my goals set in my objectives, gain insight from veterans in the industry, meet and network with industry professionals while learning new best practices and tools to bring back to the office and apply right away. *(List all sessions you plan to attend as well as the session learner objectives, speaker and indicate how the session will benefit you or your organization.)*

- **Session 1:**

- **Session 2:**

- **Session 3:**

- **Session**

4:

- **Session**

5:

- **Session**

6:

- **Session**

7:

- **Session**

8:

- **Session**

9:
