# INMM Workshop Guide

## As of May 2017

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### Questions?

**Contact INMM headquarters:**

One Parkview Plaza, Suite 800

**Oakbrook Terrace, IL 60181 USA**

+1-847-686-2345
INMM Workshop Guidelines

This document has been prepared to assist INMM Technical Divisions and Chapters in planning, budgeting, and implementing special topic workshops.

Workshop Categories

**Technical Division Workshop**
A workshop/seminar/conference/function initiated, planned, and coordinated by a Technical Division of the INMM.

**Professional Chapter Workshops**
A workshop/seminar/conference/function initiated, planned, and coordinated by a professional chapter of the INMM.

**Student Chapter Workshops**
A workshop/seminar/conference/function initiated by a Student Chapter. All student chapter workshops are joint workshops with a Professional Chapter, a Technical Division, or both. Holding an on-campus joint workshop with a student chapter may prove beneficial; however, care must be exercised to assure the costs of related arrangements do not outweigh the benefits.

**Joint Workshops**
A workshop/seminar/conference/function involving a division and chapter, a professional chapter and student chapter, or some combination of these.

**Local Workshop**
A workshop/seminar/conference/function initiated by a Professional Chapter or a Student Chapter intended only for the chapter constituents and not intended to draw a larger regional, national, or international contingency.

Fiscal Policies
The following fiscal policies have been established for the varying types of INMM workshops. Before moving forward with workshop planning and budgeting, you should identify the category or combination of categories above that is applicable to your workshop.

**Technical Division only workshops**
A budget for each workshop must be prepared and submitted to the treasurer for executive committee approval and all finances must go through HQ, meaning INMM pays all invoices and collects all revenue. Workshop budgets must include appropriate management firm support fees for financial management. Additional management services provided by the INMM Management Firm are optional (described later in this manual.)

**Professional Chapter Workshops**
A budget for each workshop must be prepared and submitted to the INMM Treasurer for executive committee approval and all finances must go through INMM HQ (i.e. INMM pays all invoices and collects all revenue). Workshop budgets must include appropriate
management firm support fees for financial management. Additional management services provided by the INMM Management Firm are optional (described later in this manual).

**Joint Workshops**
A budget for each workshop must be prepared and submitted to the INMM Treasurer for executive committee approval and all finances must go through INMM HQ (i.e. INMM pays all invoices and collects all revenue). Workshop budgets must include appropriate management firm support fees for financial management. Additional management services provided by the INMM Management Firm are optional (described later in this manual).

**Local Workshop**
Since Local Workshops are conducted by Professional Chapters and/or Student Chapters and intended for their constituencies only, no INMM support is provided and, thus, the INMM assumes no risk or financial liability for these events. Typically, these functions would not demand the type or level of support that would require the Management Firm’s capabilities. While the Professional Chapters and Student Chapters carry the INMM name, these events represent the local chapters only and are meant for building the organization at the local level.

**Revenue Share**
Workshop revenue sharing is applicable to joint workshops conducted between technical divisions and chapters or between chapters. The chapter or chapters participating in the workshop may receive a portion of the net revenue generated from the workshop. For more information, refer to INMM’s Workshop Revenue Share Guide.

**General Information**
1. INMM technical divisions and chapters are encouraged to present workshops on topics of interest to the audiences served by each division, and to the broader nuclear materials management profession.
2. Workshop revenues are necessary to support the year-round, non-revenue generating activities of the Institute. Each technical division is expected to conduct at least one workshop every two years and is strongly encouraged to consider conducting one workshop annually where possible. All workshops are expected to generate positive revenue. Workshops budgeted at a loss require a strong justification and must receive special review and approval by the INMM Executive Committee.
3. INMM’s fiscal year begins on October 1, although the annual budget is typically approved at the fall [November] executive committee meeting. Division and chapter chairs should consider potential workshops well in advance of the fall EC meeting so that workshop budgets can be incorporated into the annual budget and approved by the EC at the budget meeting.
4. It is recognized that workshop opportunities may arise after the approval of the INMM annual budget each fall. In such cases, the EC will consider workshop offerings as an amendment to the budget.
5. Workshop dates must also be approved by the Executive Committee to ensure that there are minimal conflicts with other programs of the Institute and to ensure that adequate HQ support will be available if such services are desired.
6. Division and chapter volunteers are strongly encouraged to work closely with INMM headquarters staff and the INMM treasurer in scheduling, planning and budgeting for workshops.

Suggested Timelines

<table>
<thead>
<tr>
<th>WHAT</th>
<th>WHO (pending HQ services selected)</th>
<th>WHEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify workshop topic</td>
<td>Div./Chptr Chair</td>
<td>8-10 months out</td>
</tr>
<tr>
<td>Establish budget</td>
<td>Div./Chptr Chair &amp; Staff</td>
<td>8-10 months out</td>
</tr>
<tr>
<td>Select city/hotel</td>
<td>Div./Chptr Chair &amp; Staff</td>
<td>7-8 months out</td>
</tr>
<tr>
<td>Finalize session topics &amp; speakers</td>
<td>Div. Chair</td>
<td>5-6 months out</td>
</tr>
<tr>
<td>Provide program copy to INMM HQ</td>
<td>Div./Chptr Chair</td>
<td>4-5 months out</td>
</tr>
<tr>
<td>Mail promotional brochure</td>
<td>Div./Chptr Volunteer or Staff</td>
<td>3-4 months out</td>
</tr>
<tr>
<td>Add workshop brochure to Web site</td>
<td>Staff</td>
<td>3-4 months out</td>
</tr>
<tr>
<td>Register attendees</td>
<td>Div./Chptr Volunteer or Staff</td>
<td>0-2 months out</td>
</tr>
<tr>
<td>Coordinate logistical details</td>
<td>Div./Chptr Volunteer or Staff</td>
<td>0-2 months out</td>
</tr>
<tr>
<td>Coordinate speaker handouts</td>
<td>Div./Chptr Volunteer or Staff</td>
<td>1-2 months out</td>
</tr>
<tr>
<td>On-site management</td>
<td>Div./Chptr Volunteer or Staff</td>
<td>Onsite</td>
</tr>
<tr>
<td>Follow-up</td>
<td>Div./Chptr Volunteer or Staff</td>
<td>0-1 month after</td>
</tr>
</tbody>
</table>

Budget

After it has been determined that there is a topic or issue worth developing into a workshop, the first critical step is the creation of a budget. INMM has taken a conservative approach to finances throughout its history and that approach has served the Institute very well. It is therefore expected that a conservative fiscal approach is followed here as well. That means projecting revenues conservatively and projecting expenses somewhat more aggressively. It is recommended that each workshop include a contingency of 10-20% in the budgeted expenses. The contingency amount would depend on the confidence in the income and expenses presented in the budget. Staff must be consulted when preparing the budget, especially the first draft. A brief Workshop Fact Sheet and a Budget Worksheet are attached to assist you in thinking about the financial management aspects of conducting a workshop. **If you have conducted a workshop in previous years, headquarters staff can provide a budget worksheet with previous years’ budget and actual revenue and expenses.**

Staff/Volunteer Responsibilities

INMM Headquarters does not provide for staff services to support division or chapter workshops. To the extent that staff services are required, these fees will be incorporated as an expense in the budget of each workshop. The total fees will vary based on the level of services required, the projected attendance, the length and location of the workshop, and on other variable factors. Total fees typically range from $3,000 to $6,000 per workshop. In addition, direct expenses incurred by the INMM Headquarters’ Office will be recorded as expenses against each workshop.

Following is a menu of services that INMM Headquarters can provide to divisions and chapters in support of workshop initiatives. Following this is a list of responsibilities typically associated with the Division/Chapter Chair or other volunteer(s).
INMM Headquarters Services and Fees
EFFECTIVE OCTOBER 1, 2016 – SEPTEMBER 30, 2017

Services provided by INMM Headquarters do not include support for Divisional or Chapter Workshops because the number, size and complexity of Workshops offered by INMM can vary significantly from year-to-year. INMM Division and/or Chapter Chairs may secure any or all of the following services from INMM Headquarters in support of their meeting, or at their discretion, they may rely on INMM volunteers or coworkers, or contract with other service providers to perform the following activities. However, INMM Headquarters financial management services are required for all workshops, except for local workshops.

Most services provided by INMM Headquarters are billed at an hourly rate of $60. The following list of services includes an estimate of total hours and costs for a typical workshop, or set fees, when applicable. These estimates should be used for budgeting purposes. Remember to consult INMM Headquarters Staff when preparing the budget, especially the first draft. For services not included in this menu, contact INMM Headquarters staff for an estimate.

Site Selection/Negotiation
Services Provided: Under the direction of the Chair, staff will research available hotel options in up to three cities, present options to the Chair, and negotiate a final contract with the selected property. If multiple host and overflow hotels or offsite venues required, contact staff for an estimate.

Estimated Hours and Management Fees:
If no site visit is required: 7 hours / $420
If a site visit is required: Add a flat fee of $750 per day plus travel expenses

Marketing Options
Services Provided: Develop workshop logo/graphic identity; develop marketing brochure [with program copy provided by Chair]

Estimated Hours and Management Fees:
15 hours / $900 [Based on 3 drafts. Does not include printing or mailing expenses]

Services Provided: Create an event-specific webpage on the INMM website, which will include registration information, a program schedule outline, links to downloadable marketing materials (if created by staff or provided by the workshop committee), hotel and travel information, and other general information; distribution of three broadcast emails.

NOTE: The event-specific webpage will be linked to the INMM upcoming events webpage. Staff will post basic information (meeting name, location and dates only) for all workshops on the upcoming events webpage upon request, at no charge.

Estimated Hours and Management Fees:
12.5 hours / $750
Program Management
Services Provided: Send confirmation letters to all speakers [provided by Chair]; Coordinate speaker handout materials and audiovisual requirements; prepare basic final program agenda for distribution to attendees at the Workshop. For professionally designed program incorporating meeting ID and/or licensed art, contact staff for an estimate.

Estimated Hours and Management Fees:
12.5 hours / $750 [Based on 3 drafts. Printing and mailing costs not included].

Sponsorship & Exhibitor Program Management
Services Provided: Develop sponsorship and exhibit opportunities and basic prospectus. Register sponsors and exhibitors; send confirmation letters; order sponsored items; collect exhibitor fees and/or sponsorship dollars. For professionally designed prospectus incorporating meeting ID and/or licensed art, contact staff for an estimate.

Estimated Hours and Management Fees:
7 hours / $420 [Does not include printing or mailing expenses]

Registration
Services Provided: Create customized on-line registration process via the INMM website; register all attendees and speakers; send electronic confirmation receipts; produce name badges; produce registration roster; respond promptly to attendees who submit questions or problems via phone, fax and email.

Fee-Based Service:
$400 one-time set-up of e-Registration, plus $10 per on-line registration [whether paid or unpaid] and $25 per mail/fax (manual) registration [whether paid or unpaid] [Event shipment, printed roster and other printing jobs, badge stock, lanyard and badge holder costs not included.]

Pre-Meeting Arrangements
Services Provided: Coordinate hotel meeting room set-up, audiovisual requirements, food and beverage, signage [design and print costs not included], VIP housing, and other logistical aspects of the meeting. For outside vendor services (i.e. ground transportation, entertainment, photographer, etc.), contact staff for an estimate.

Estimated Hours and Management Fees:
10 hours / $600

On-Site Management
Services Provided: Staff will be on-site to manage all activities including registration desk, hotel personnel, audiovisual and other service contractors, etc.
Note: Anticipate one staff member on-site per every 150 attendees.

Fee-Based Service:
$900 per staff member, per day, plus travel expenses
Financial Management
Services Provided: Assist in developing budget; record revenues and expenses on financial statement; review/approve expenses for payment; prepare separate Workshop profit and loss statement as an attachment to the INMM financial statement.

Estimated Hours and Management Fees:
7 hours / $420

Proceedings Management
Services Provided: Collect/organize final papers for publication online or in CD format [CD does not include CDs, duplication, cases/label, postage]; format/link final papers to final program outline. For printed proceedings or online proceedings requiring firewall protection, contact staff for an estimate.

Estimated Hours and Management Fees:
16 hours / $960 [Based on 20 speakers or fewer]

Post-Meeting Follow-Up
Services Provided: Create and distribute basic online meeting evaluation (Survey Monkey), compile evaluation results and provide to Chair; send speaker thank you letters. If there are multiple concurrent sessions needing evaluation, contact staff for an estimate.

Estimated Hours and Management Fees:
7 hours / $420

<table>
<thead>
<tr>
<th>INMM HEADQUARTERS SERVICE AND SUPPLY FEES</th>
</tr>
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<tr>
<td>EFFECTIVE OCTOBER 1, 2016 – SEPTEMBER 30, 2017</td>
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<tr>
<td>Copies (black and white) - high volumes sent out to commercial copy shop as needed</td>
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<td>Copies (color)</td>
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<td>Professional Printing Services</td>
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<td>Badge Stock (per page, 6-up)*</td>
</tr>
<tr>
<td>Badge Holders*</td>
</tr>
<tr>
<td>Lanyards*</td>
</tr>
</tbody>
</table>

*Prices subject to change based on vendor quotes.

Published Proceedings/Speaker Release
To avoid potential copyright infringement claims, INMM requires a completed speaker release for all presentations/papers posted on our website or otherwise published under INMM’s name. The release has two key elements:

- Materials Release – The speaker/author provides INMM permission to distribute his or her presentation, among other rights
• Copyright Attestation – Requires the speaker/author to verify his or her presentation is free of potential copyright claims

If you plan to publish or distribute presentations in any form, ask staff for a copy of the form and distribute it to your speakers early in the planning process. Speakers will be able return the form directly to HQ, and staff will monitor compliance.

**Member and Nonmember Registration Fees**

One of the benefits of INMM membership is reduced registration fees for meetings and events. When pricing your registration, be sure to offer a lower fee for INMM members, Sustaining Members and student members.

**INMM Volunteer Responsibilities**

I. Site Selection/Negotiation
   - Provide input for selection of city/hotel.
   - Approve hotel/contract.

II. Marketing
   - Provide copy for the workshop brochure.
   - Approve workshop brochure design.
   - Approve final layout/copy of brochure design.
   -

III. Program Management
   - Select Workshop topics and all speakers.
   - Follow up with speakers to submit their handouts, biography and speaker release forms in a timely manner.

IV. Registration
   - Provide staff with a list of speakers to receive complimentary registration/honorarium and/or hotel rooms at least 2-4 weeks prior to the close of online registration.
   -

V. Pre-Meeting Arrangements
   - Approve selection of speaker gift (if applicable).
   - Recommend/approve food and beverage arrangements.
   - Approve overall evaluation forms.
   - Arrange/conduct conference calls as needed.

VI. On-Site Management
   - Facilitate the educational/speakers portion of the program.
   - Forward all onsite registrations to headquarters.

VII. Financial Management
   - Work with INMM HQ to ensure expenses stay within budget.

II. Post-Meeting Follow up
- Review results of overall evaluations and suggest changes as needed (if applicable).

**Soliciting Sponsors for INMM Events**
This guidance has been developed to help INMM members or others who are interested in arranging sponsors to support INMM events. This procedure does not apply to funds approved by the INMM Executive Committee for the event. Potential sources of funds include corporate entities, commercial organizations, national laboratories, non-government agencies, and industry service providers. Contributions can consist of funding for general or specific workshop support, activities, or giveaways or products that can be given away during the event. Many companies are eager to support student activities. The organization’s interest in the event will determine their willingness and interest in contributing. It helps to have a working relationship with someone in the organization when soliciting funds.

Sponsorships do not have to cover the entire cost of an activity. Also, sponsorships can be used to increase or create the profit realized from an event.

1. Consult with the INMM staff for the solicitation of outside funds and identify what activities could benefit from outside contributions.
2. Contact INMM staff, for advice about current practices and deadlines for programs, advertising and signage.
3. Using the attached sponsor form as a template, determine the amounts of funding that will be needed to cover or defray the costs of an activity and the amounts of funding that will be requested. Several levels of sponsorship can be identified for each activity and perks can be awarded to sponsors as incentives to contribute (for example, a Gold Sponsor contributing $3000 could receive one free registration, an advertisement in the event program, and advertising signage during the activity).
4. Agree with the INMM staff as to how funds should be collected. Many organizations will require invoices in order to remit the funds.
5. Compile a list of potential sponsors. Organizations with a link to the subject matter of the event will be more likely to contribute. Also, organizations will be more likely to contribute when asked by someone with whom they have a working relationship. Cold calling a company you have never spoken to before is not likely to be successful. It is important to identify an individual within the organization to whom the solicitation will be addressed.
6. Send the sponsorship form to the points of contact at the identified organizations. Approximately one week later, call the points of contact to ask them if they received the solicitation and have had time to review it. This step can be reversed with a phone call to explain the solicitation and follow up by sending the sponsor form.
7. Keep track of organizations who have agreed to sponsor an activity and make sure not to oversell the sponsorships. While you can have several sponsors for an event, some levels of support may imply sole sponsorship.
8. Obtain completed sponsor forms and send them to INMM HQ or have the organization send them directly to INMM HQ.
9. Keep INMM staff informed of the organizations that plan to contribute. Staff will have to provide invoices in some cases. Ask the point of contact if an invoice is required.

10. INMM staff will prepare signs to acknowledge the sponsors’ contributions if requested by organizers. This can include a sign listing all sponsors in the registration area and individual signs that will be placed in the area where the particular activity is held (for example, a sign placed next the coffee urns for sponsoring a coffee break). **It is important** to give staff adequate time to prepare the signs. Inadequate recognition will dissuade organizations from sponsoring in the future. *Headquarter staff needs at least three weeks to have the signs designed and printed.* Information may be needed earlier for inclusion in the program.

11. Touch base with INMM Headquarters periodically to identify sponsors whose payment was not received. You may need to make a phone call to remind them or to help them process the payment (for example, if they haven’t received an invoice and need one).

12. After the event, thank the organizations, preferably by letter, and let them know how their contribution helped the success of the event. Whenever possible, mention them by name in reports to the INMM, especially those that will appear in distributed materials, such as the annual report.
INMM Division & Chapter Workshops Fact Sheet
This form must be provided to the Executive Committee for consideration, along with your proposed budget.

Name of Proposed Workshop/Seminar:
___

Brief Description:
___

Proposed Dates:
___

Proposed Location (City, State and Country):
___

Length of Workshop: ☐ 1 day ☐ 2 days ☐ 3 days ☐ 4 days ☐ Other

Estimated number of total attendees: _____

Estimated number of paid attendees: _____

Estimated number of exhibitors: _____

Estimated number of sponsors: _____

Estimated number of speakers/presenters: _____

Will speakers/presenters registration fee be waived? ☐ Yes ☐ No

Will speakers/presenters be given a complimentary hotel room? ☐ Yes ☐ No

Estimate the number of food functions:

Coffee Breaks _____ Breakfasts _____ Lunches _____ Dinners _____ Receptions _____

Please add any additional information that will be helpful in assessing the viability of this Workshop and in establishing a budget:
___
## Budget Template

Institute of Nuclear Materials Management (INMM)

<NAME OF WORKSHOP>

<DATES OF WORKSHOP>

<LOCATION OF WORKSHOP>

### FY14 Budget

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Prior Year Actuals</th>
<th>FY14 Budget</th>
<th>FY14 Actuals</th>
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<td>$0.00</td>
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*All income and expense categories will not necessarily pertain to every Workshop.*

Double-click on the above template to copy/paste, or contact INMM at inmm@inmm.org for an Excel template.
Sponsorship Template

*Institute of Nuclear Materials Management*

*and*

*The European Safeguards R&D Association*

*present*

*Changing the Safeguards Culture: Broader Perspectives and Challenges*

*October 30 – November 2, 2005*

*La Fonda Hotel on the Plaza, Santa Fe, New Mexico*

**SPONSORSHIP OPPORTUNITIES**

The following sponsorship opportunities are available for the 5th joint INMM/ESARDA workshop “Changing the Safeguard Culture: Broader Perspectives and Challenges.” We hope you will take advantage of this chance to stretch your advertising dollars, increase your company’s visibility, and most importantly invest in your future by supporting the Institute of Nuclear Materials Management. It is through the generosity of our sponsors that we can continue quality programs at our Seminars and Workshops.

**Opening Reception (one available)**

An opening reception will be held on Sunday, October 30 for all workshop participants. Hors D’oeuvres will be served with a partially open bar. Students and special student programs will be invited to display posters during the reception.

*Sponsor the opening reception of the conference and receive:*

- Recognition on the Final Registration list distributed to all attendees.
- Your company name on signs that will be posted in the reception hall.
- Complimentary registrations.

*Platinum Sponsor: $5,000*

**Gold Sponsor: $2,500**

**Refreshment Breaks (six available)**

There will be refreshment breaks in the morning and afternoon on Monday, Tuesday and Wednesday, October 31 through November 2. Coffee and tea and light snacks will be served.

*Sponsor a refreshment break and receive:*

- Recognition on the Final Registration list distributed to all attendees.
- Your company name on signs that will be posted near the refreshment tables.
- Silver sponsors receive one complimentary registration.

***Silver Sponsor: $1,000***

**Partial Sponsorship: $500**

**Student Luncheon (one available)**

All participating students will be invited to a luncheon buffet on Monday, October 31, for the purpose of introducing them to the INMM and ESARDA and to elicit their input on student programs that the organizations should undertake.
Sponsor the student luncheon and receive:
- Recognition on the Final Registration list distributed to all attendees.
- Your company name on signs that will be posted near the buffet.

***Full Sponsorship: $1,000
Partial Sponsorship: $ 500

**Education/University Interaction Dinner (one available)**
A dinner will be held on Monday night, October 31 for approximately 15 workshop participants who have special interests in promoting INMM and ESARDA activities among students. The dinner invitees will represent the INMM, ESARDA, and universities.

Sponsor the Education/University Interaction dinner and receive:
- Recognition on the Final Registration list distributed to all attendees.
- Your company name on signs acknowledging sponsorship.

Full Sponsorship: $ 500

**Student Sponsorship (Unlimited)**
The INMM is inviting students to attend this meeting. The INMM would like to provide stipends to 10 students to help defray the costs of their travel. (Travel costs for this meeting are estimated to be $800 to $1000 per person.) Corporate sponsorships are being solicited to cover these student stipends.

Sponsor a student’s attendance at the workshop and receive:
- Recognition on the Final Registration list distributed to all attendees.
- Your company name on signs posted at the opening reception and at the student luncheon acknowledging sponsorship.

Full Sponsorship: $ 500
Partial Sponsorship: $ 250

**Promotional Items (Unlimited)**
INMM sponsors are welcome to contribute to the workshop by providing promotional items such as bags, pens, or other items that can be distributed to the attendees as part of the registration package. The INMM expects approximately 125 participants. Any sponsor providing such items must provide a sufficient number so that each participant can receive one.

**Complimentary Registrations:**
*Four (4) complimentary registrations
**Two (2) complimentary registrations
***One (1) complimentary registration

↓ Please fill out the attached form and send along with payment to INMM headquarters, no later than September 30, 2005.
INMM Sponsorship Registration

Changing the Safeguards Culture: Broader Perspectives and Challenges
October 30 – November 2, 2005
La Fonda Hotel on the Plaza, Santa Fe, New Mexico

(Please print and fill out completely—one form per registrant)

Name: ____________________________________________
(as you would like it to appear on your badge)

Company Name: __________________________________
(as it should appear in print)

Address: _______________________________________

Telephone: __________________________ Fax: __________

E-mail: _______________________________________

Complimentary Registrants: ______________________________________________________________________

Credit Card Number     Exp. Date

Name on Card (please print)

Signature

Billing address if different than above
Address _______________________________

City _______________ State _______________

Zip/Postal Code _______ Country ___________

Mail or fax payment and registration to:
Institute of Nuclear Materials Management
PO Box 88618
Chicago, IL 60680-1618 USA
Telephone: +1-847-686-2236
Fax: +1-847-686-2253
Email: inmm@inmm.org

SPONSORSHIP OPPORTUNITIES

Opening Reception
☒ Full Sponsor $5,000
☒ Partial Sponsor $2,500

Refreshment Break’s (six available)
☒ Full Sponsor $1,000
☒ Partial Sponsor $500

Student Luncheon
☒ Full Sponsor $1,000
☒ Partial Sponsor $500

Education/University Interaction Dinner
☒ Full Sponsor $1,000
☒ Partial Sponsor $500

Student Sponsorship
☒ Full Sponsor $500
☒ Partial Sponsor $250

Other: (please specify):

____
____