**SCENARIO II – TEMPLATE FOR FINANCIAL OFFER (FRF VIENNA)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Price per unit in EUR, net of VAT** | **Total Cost foreseen in EUR, net of VAT** | **Comments** |
| 2.2 Conference organiser and assisting staff |   |   |   |
| 2.3 Technical assistance |  |  |  |
| 3. Photographer |   |   |   |
| 4. Interpretation |   |   |   |
| 4.1 Sign language interpreters |   |   |   |
| 5. Conference venue |  |  |  |
| 6. Technical equipment and set-up |   |   |   |
| 6.1 Plenary |   |   |   |
| 6.2 Breakout rooms |   |   |   |
| 6.3 Registration area |   |   |   |
| 6.4 Cloakroom |   |   |   |
| 6.5 Secretariat |   |   |   |
| 6.6 Exhibition space |   |   |   |
| 6.7 Internet point |   |   |   |
| 6.8 Live streaming |   |   |   |
| 7.1 Info packs |   |   |   |
| 7.2 Badges |   |   |   |
| 8 Participants management/registration system |   |   |   |
| 9.1 Travel arrangements\* amount is given for equal competition | 450 |  180000 |   |
| 9.2 Airport transfer |   |   |   |
| 9.3 Shuttle service |   |   |   |
| 9.4 Accommodation |   |   |   |
| 9.5 Catering |  |  |  |
| 9.6 Security and other measures |   |   |   |
| 9.6 Additional costs related to special needs of participants with disabilities |   |   |  |
| 10 Management fee for general organisation  |   |   |  |
| **Grand Total**  |   |  |   |
|  |  |  |  |
| **OPTIONAL (if applicable – but will not be included in the financial evaluation)** |   |   |  |
|  |   |   |  |