

Annex 4 to Paper HSC/06/14

Breakdown of costs for Stakeholder Conference & Stats launch to media

£ (approx ex VAT)

Venue	20,000
(including 2 main rooms, 4 breakout rooms, organisers' and speakers' rooms refreshments for 260 attendees, AV equipment and technicians for breakout rooms, security)	
Contractor for delegate management	10,000
(including admin management, staff support on the day, invitation mailings, badges, registration and evaluation.)	
Design/Printing	10,000
(for all graphics, design, printed materials and visuals) Includes external/ internal printing)	
Technical support/ management of the day/ promotional goods	16,000
Couriers	2,000
Photography	500
Contingency	2,000
Total	<u>62,500</u>