

**INTERNATIONAL FORUM FOR HYPERTENSION CONTROL AND PREVENTION IN AFRICA
THE SECOND PAN-AFRICAN MEETING ON HYPERTENSION
NAIROBI, GRAND REGENCY HOTEL, 12-13 MAY 2007**

TENTATIVE BUDGET PROPOSAL

ITEMS	Observations	Quantity	Unit. Price In Kshs	Total Price In Kshs	Total Price In USD	Total Price In Euros	Observations
1. Preparation meetings							
1.1. Transports (Airtickets)	Bxlls-Nairobi (Return ticket)	1	21,770	21,770	311	262	To be reimbursed
1.2. Accommodation (locally)	60 USD per night + 15 USD restauration	5	2,625	13,125	188	158	To be reimbursed
1.3. Transports (Locally)	50 USD / day	5	3,500	17,500	250	211	To be reimbursed
1.4. Abstracts book	30 Pages, color printed	150	2,500	375,000	5,357	4,518	
1.5. Invitations + programmes (leaflets)	Design and Production	150	500	75,000	1,071	904	
1.6. Coffe/tea	10 persons, 5 meetings	50	500	25,000	357	301	
1.7. Communications	Prepaid Cards, Fax, DHL, ...	forfeit	50,000	50,000	714	602	
1.8. Advertisements	Invoice DCLSIGNES BELGIUM	1	25,350	25,350	362	305	Promises from SPENGLER
1.9. Website	Conception, design, launching	1	124,555	124,555	1,779	1,501	Support offered by IFHA Deputy Secretary office
	Hosting (1Go in one year)	1	5,000	5,000	71	60	Support offered by University of Gent (through Prof Luc Van Bortel)
	Domain name (for one year)	1	2,500	2,500	36	30	To be reimbursed
	Referencement	1	168,500	168,500	2,407	2,030	
	Maintenance and updating	1	45,000	45,000	643	542	
1.10. Secretariat	Forfeit		50,000	50,000	714	602	
SUB TOTAL 1				998,300	14,261	12,028	
2. Invitees accommodation facilities in Nairobi (Arrival at Jomo Kenyatta International Airport on 11th, May 2007) : 30 attendees from outside the country							
2.1. Accommodation	Hotel : Quantity = 10 persons x 3 nights	30	10,000	300,000	4,286	3,614	
2.2. Breakfast	Included in the hotel accommodatio's price	0	1,500	0	0	0	
2.3. Super	Calculations: 10 persons x 3 days	30	2,500	75,000	1,071	904	
2.4. Transport (internal)	Internal circulation : 6 times	6	7,000	42,000	600	506	

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S/TOTAL 2				417,000	5,957	5,024	
3. THE CONGRESS : LOGISTICS AND OFFICE FOURNITURES							
3.1.Multimedia facilitators	2 persons x 2 days	4	3,500	14,000	200	169	
3.2.Multimedia facilities	Microphones, Camera, Photos	0	25,000	0	0	0	Included in conference room cost
3.3.Organising team allowances	Daily allowances, 3 days, 10 persons	30	3,500	105,000	1,500	1,265	
3.4.Conference room costs	2 days (150 persons / Full package)	1	367,500	367,500	5,250	4,428	
3.5.Conference room costs	2 days (50 persons capacity)	2	122,500	245,000	3,500	2,952	
3.6.Hostesses of reception	2 persons for 3 days	6	2,500	15,000	214	181	
3.7.Secretariat team	2 persons for 3 days	12	3,500	42,000	600	506	
3.8.Printing paper		5	500	2,500	36	30	
3.9.Pen		150	0	0	0	0	Included in the bags' price
3.10.Blocs notes		150	500	75,000	1,071	904	
3.11.Markers		24	500	12,000	171	145	
3.12.Briefcases		150	700	105,000	1,500	1,265	
3.13.Pub sheets (Banners)		3	10,000	30,000	429	361	
3.14.Badges		150	0	0	0	0	Included in the bags' price
3.15.Congress Proceedings	Meeting report	50	2,500	125,000	1,786	1,506	
3.16.Evaluation meeting		1	5,000	5,000	71	60	
S/TOTAL 3				1,143,000	16,329	13,771	
4. Congress participants restauration in Nairobi							
4.1. Coffeebreak	Quantity = 150 persons x 2 x 2 days	600	0	0	0	0	Included in conference room cost
4.2. Lunch	Calculations: 150 persons x 2 days	300	0	0	0	0	Included in conference room cost
4.3. Soft drinks / Water on table	Calculations: 150 persons x 2 days	300	0	0	0	0	Included in conference room cost
4.4. Opening Cocktail	Closing ceremony : 200 persons	200	500	100,000	1,429	1,205	
S/TOTAL 4				100,000	1,429	1,205	
5. ENTERTAINMENT ACTIVITIES							
5.1.Closing ceremonies	Culture troupe	1	25,000	25,000	357	301	
S/TOTAL 5				25,000	357	301	
Intermediary total				2,683,300	38,333	32,329	
Inflation, prices change, unforeseen	1%			26,833	383	323	
FINAL TOTAL				2,710,133	38,716	32,652	