

**ABLOS Conference Funds**

1. The initial balance of the ABLOS Conference Funds is healthy after making a recovery at the 9<sup>th</sup> ABLOS Conference in 2017.

Income: €14,100  
 Expenditure: €5,675.84  
**Balance: €8,424.16**

2. Holding the event at the IHO again makes economic sense and will allow for further recovery of funds to support activities and future Conferences. It is suggested the registration fee covers the usual items as well as the reception, coffee breaks and lunches (cost €30 per head, an increase from 2017 to take account of the feedback and comments). The costs for the two days are estimated to be approximately:

Lunches	= 3,000€
Coffees	= 1,000€
Reception	= 5,000€
Hotel for keynote speaker	= 600€
Flight for keynote speaker	= 1,000€
Cleaning	= 100€
Overtime	= 800€
<b>Total</b>	<b>= 11,500€</b>

3. Assuming there are 20 non-paying participants the event will break even with 39 paying participants with a registration fee of 300€, with a target of 50 paying participants and an income of 15,000€ and thus a surplus of 3,500€.
4. The ABLOS should consider an appropriate level of non-paying participants and articulate the criteria under which circumstances the registration can be waived. The ABLOS may wish to consider providing assistance to allow particular individuals to attend and participate. The 10<sup>th</sup> Conference may provide an opportunity to review the work and activities of ABLOS since the first Conference in 1999, some 20 years ago.
5. Due to the cost of using an external venue, it is recommended the ABLOS considers carefully whether to use an external venue or to continue to use the IHO as the venue for the 10<sup>th</sup> ABLOS Conference in 2019. It should be noted that although some funds are available, it is not sufficient for a deposit and the IHO is not in a position to make an unsecured loan from the Operational budget.
6. The ABLOS is requested to consider an appropriate registration fee for this next Conference, which will attract sufficient participants whilst covering all costs and generate a reasonable surplus to support ABLOS activities and future Conferences, which could be held at an external venue, if demand required.
7. The ABLOS is **invited** to note the information provided and **take** action as deemed appropriate.