Title of Teaching course:

Person responsible for the budget:

|  |  |  |  |
| --- | --- | --- | --- |
| Expenditure to be covered by IPNA | Details / Comment | Local currency | USD |
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| Total expenditures |  |  |  |

|  |  |
| --- | --- |
| Expected Income | USD |
| Registrations (xy USD/ person) |  |
| Expected support from IPNA |  |
| Other sponsors |  |
| Other |  |

Other comments:

IMPORTANT:

* For courses two or more days in duration, the budget is limited to **$7000 USD**. For a one-day course, the budget is usually **$5000 USD** or less, but may be increased to $7000 USD if there is convincing justification.
* **IPNA sponsorship** can only be used to pay for travel and accommodation of speakers that are active IPNA members, for educational material, or to promote attendance of young trainees.
* For **Virtual Teaching Courses**, **up to $2000 USD** may be requested for web-based platform for presentations, recording and loading recorded sessions to a publicly available site for future access.
* **Food and beverages cannot be included in the budget.**
* **All IPNA Teaching Courses are nonprofit.**