

UCI ICTS

Cost of Organizing CE Studios

	# of Hours	# of Staff Needed	Total Hours
Staffing Costs (\$80/hr)			
Location ID + confirmation*	5	1	5
Experts ID + recruitment	10	1	10
Actual meeting (CES)	2	3	6
Investigator preparation	3	1	3
Facilitator ID + preparation	4	2	8
Translator schedule/preparation*	1	1	1
Meeting preparation--scripts, flyers, gift cards	3	2	6
Compensation tracking	2	1	2
Post-meeting reporting	2	2	4
Total Hrs			45

Total Hrs		44-48
Total \$\$		\$3,080 - \$3,360

Meeting Costs			
Food*			\$270
Gift cards (\$50/expert, \$200/facilitator)			\$800
Facility fee*			\$300
Child care*			\$100
On-site translation*			\$150
Materials translation*			\$150
Total \$\$			\$800 - \$1,770
Grand Total			\$4,000 - \$5,130

*optional, depending on need for translation, child care, or in-person vs. virtual