

**WILLKOMMEN! BIENVENUE! WELCOME!**

to the world of

**MagicWorkbooks®**

## **Conference**Calculator

This is a **Magic**Workbook: a controlling tool in the form of a Microsoft Excel file.

No macros, no write protection. All formulas used are visible.

All formats used are standard Excel which transform into your country's Excel formats.

You can import your DATA from any source that supports MS Excel.

You can also add your own worksheets as you see fit.

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**[www.MagicWorkbooks.com](http://www.MagicWorkbooks.com)**









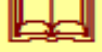
## System requirements

Platform: Windows 98 or later operating system  
Microsoft Excel Version: 2007 or later  
(You need a xls format (excel 2003) – send us a short information after you placed the order – [support@magicworkbooks.com](mailto:support@magicworkbooks.com) - we'll send you the ordered xls MagicWorkbook by email)

## Product Survey

- ConferenceCalculator allows you to calculate a conference or any type of event with any number of additional services and features quickly and easily.
- With ConferenceCalculator you know if you're making a profit on your conference / event management and how high that profit is! No more events that leave you in the red!
- The calculation automatically produces an offer for your customer with all details of the event outlined for the customer and priced.
- ConferenceCalculator also automatically yields a complete invoice for the event calculated with all details priced (in case you do not use a standard hotel software for that).

*... no sweat...*
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**ConferenceCalculator**

<i>Sheet</i>	<i>Type</i>	<i>contains</i>	<i>click to go!</i>
<i>WELCOME</i>		<i>Introduction</i>	
<i>DATAoffer</i>		<i>DATA input OFFER</i>	
<i>DATAtext</i>		<i>DATA input TEXT</i>	
<i>DATAinvoice</i>		<i>DATA input / data actualisation INVOICE</i>	
<i>convert prices</i>		<i>INPUT gross price - see net price</i>	
<i>Check</i>	<i>spreadsheet</i>	<i>Calculating the profit margin of your offer</i>	
<i>OFFER</i>	<i>letter A4 format</i>	<i>ready-to-print offer</i>	
<i>INVOICE</i>	<i>letter A4 format</i>	<i>ready-to-print invoice</i>	
<i>analysis</i>	<i>spreadsheet</i>	<i>Costing analysis, comparing offer to final invoice</i>	

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**0168-01 ConferenceCalculator**

Hotel   
 City

Minimum Margin for hotel:

Name   
 Date

Sales Tax Rooms   
 Sales Tax F&B   
 Currency

Customer No.   
 Customer   
 Address   
 City   
 Contact Person   
 Phone

request dating:

Event date    
 duration in days:   
 description

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## Calculation OFFER

## Mimosa Resort

Customer: Hollow Floats  
 Event: Sales Show  
 Date: 04.04.2011

calculated total revenue	20.514 US \$
calculated total expense	19.806 US \$

Profit	708	3%	
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**calculated profit is below minimum margin!**

**0168-01 Conference Calculator**  
**COSTING ANALYSIS**

*Customer*  
 Hollow Floats  
 Blue Crescent 77  
 Mimosaville  
 Ms Sarah Float

**Event:**

**Sales Show** starting: **04.04.2011**  
**duration in days:** **2**

**OFFER / Calculation**

Item	Unit Price US \$	No.	Revenue Hotel US \$	Expenses Hotel US \$	Margin Hotel US \$
Room night Company Rate 1	50,00	55	2.750,00	962,50	1.787,50
Room night Company Rate 1	50,00	55	2.750,00	962,50	1.787,50
Bus driver free	50,00	3	included	52,50	-52,50
Buffet lunch	10,00	55	550,00	192,50	357,50
Dinner 5-course	15,00	55	825,00	288,75	536,25
Buffet lunch Day 2	9,00	55	495,00	148,50	346,50
Coffee break standard	1,00	55	55,00	22,00	33,00
Cocktail	1,00	55	included	22,00	-22,00
Snacks asia	3,30	55	181,50	72,60	108,90
Coffee break superior	3,50	55	192,50	77,00	115,50
Coffee break superior	3,50	55	192,50	57,75	134,75
Coffee break superior	3,50	55	192,50	57,75	134,75
Cocktail	1,00	55	55,00	13,75	41,25
Cocktail	2,00	55		27,50	-27,50
Suite "Albatross"	50,00	1	50,00	15,00	35,00
Suite "Eire"	55,00	1	55,00	16,50	38,50
Suite "Windhover"	65,00	1	65,00	19,50	45,50
lightshow	5.800,00	1	5.800,00	5.800,00	
coffe tables	8,00	20	160,00	160,00	
gas cooker	26,25	5		131,25	-131,25
wok	19,50	3		58,50	-58,50
bar chairs	6,65	45		299,25	-299,25
bar tables	6,65	90		598,50	-598,50
easter decoration	250,00	1	250,00		250,00
plates no.1	0,13	900	117,00		117,00
plates no. 2	0,13	500		65,00	-65,00
coffee cups	0,12	500		60,00	-60,00
saucers	0,12	500		60,00	-60,00
knives	0,16	500		80,00	-80,00
forks	0,16	500		80,00	-80,00
spoons	0,16	500		80,00	-80,00
coffee spoons	0,16	500		80,00	-80,00
Breakage, calculated				62,20	-62,20
shuttle	39,00	2	78,00	78,00	
shuttle	39,00	2		78,00	-78,00
guest shuttle	50,00	8		400,00	-400,00
service, 3 hours each	100,00	3	300,00	300,00	
service, 3 hours each	120,00	3		360,00	-360,00
paid overtime, Smith	35,00	10		350,00	-350,00
paid overtime, Miller	35,00	20		700,00	-700,00
paid overtime, Merck	35,00	20		700,00	-700,00
paid overtime, Hitch	35,00	20		700,00	-700,00
concert tickets, Rolling Stone	300,00	18	5.400,00	5.400,00	
<b>Gesamtsumme netto</b>			<b>20.514</b>	<b>19.806</b>	<b>708</b>
					<b>3%</b>

**INVOICE / actual expenses**

Item	Unit Price US \$	No.	Revenue Hotel US \$	Expenses Hotel US \$	Margin Hotel US \$
Room night Company Rate 1	50,00	55	2.750,00	962,50	1.787,50
Room night Company Rate 1	50,00	55	2.750,00	962,50	1.787,50
Bus driver free	50,00	3		52,50	-52,50
Buffet lunch	10,00	55	550,00	192,50	357,50
Dinner 5-course	15,00	55	825,00	288,75	536,25
Buffet lunch Day 2	9,00	55	495,00	148,50	346,50
Coffee break standard	1,00	55	55,00	22,00	33,00
Cocktail	1,00	55		22,00	-22,00
Snacks asia	3,30	55	181,50	72,60	108,90
Coffee break superior	3,50	55	192,50	77,00	115,50
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Cocktail	1,00	55	55,00	13,75	41,25
Cocktail	2,00	55		27,50	-27,50
Suite "Albatross"	50,00	1	50,00	15,00	35,00
Suite "Eire"	55,00	1	55,00	16,50	38,50
Suite "Windhover"	65,00	1	65,00	19,50	45,50
lightshow	5.800,00	1	5.800,00	5.800,00	
coffe tables	8,00	20	160,00	160,00	
gas cooker	26,25	5		131,25	-131,25
wok	19,50	3		58,50	-58,50
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bar tables	6,65	90		598,50	-598,50
easter decoration	250,00	1	250,00		250,00
plates no.1	0,13	900	117,00		117,00
plates no. 2	0,13	500		65,00	-65,00
coffee cups	0,12	500		60,00	-60,00
saucers	0,12	500		60,00	-60,00
knives	0,16	500		80,00	-80,00
forks	0,16	500		80,00	-80,00
spoons	0,16	500		80,00	-80,00
coffee spoons	0,16	500		80,00	-80,00
breakage, shortfall	300,00	1		300,00	-300,00
shuttle	39,00	2	78,00	78,00	
shuttle	39,00	2		78,00	-78,00
guest shuttle	50,00	8		400,00	-400,00
service, 3 hours each	100,00	3	300,00	300,00	
service, 3 hours each	120,00	3		360,00	-360,00
paid overtime, Smith	35,00	10		350,00	-350,00
paid overtime, Miller	35,00	20		700,00	-700,00
paid overtime, Merck	35,00	20		700,00	-700,00
paid overtime, Hitch	35,00	20		700,00	-700,00
concert tickets, Rolling Stone	300,00	18	5.400,00	5.400,00	
<b>Gesamtsumme netto</b>			<b>20.514</b>	<b>20.044</b>	<b>470</b>
					<b>2%</b>

*Variance*  
 Invoice to Offer  
**Margin Hotel**

-237,80

-238

-1%

**Evaluation:**

*Expenses higher than calculated*  
*Margin lower than calculated*

*oh well...*

In what way do **MagicWorkbooks**<sup>®</sup> differ from normal Excel workbooks?

**MagicWorkbooks** are easier to use:

- Easy-to-handle data input with demo data for orientation
- All data to be entered only once
- No programming knowledge required
- No detailed knowledge of Microsoft Excel required
- No work on spreadsheets or charts required
- No scrolling for sheets thanks to a Hyperlink-table of contents

**MagicWorkbooks** are faster:

- A monthly report with 20 spreadsheets and 20 charts in 20 minutes?
- Calculate year-end liquid reserves with changes in revenue prediction for every month in half an hour?
- Compute balance sheets for the next five years in one hour?
- Decision on a \$ 50 million sale-and-lease-back operation: Prepare all relevant data in one hour?
- Determine capital re-investment requirements (fixed assets) for the next year in 10 minutes?
- Prepare a comprehensive company presentation for your bank in one hour?

With **MagicWorkbooks** all that is „business as usual“!

This was just a brief survey ...

if you have further questions regarding this workbook, email us!

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