



# USA Business Development Mission May 2024: Costing proposal

North Carolina - 20th to 24th May 2024

Target 8 -15 UK companies

Date: 25/03/2024

DBT agrees to pay £10,475 and the MIA agrees to deliver the services listed in rows 1 & 2 of this costing proposal

Date	MIA	DBT	MIA CEO	£750 pd	MIA USA Directors	£700 pd	MIA Event Manager	£550 pd	TOTAL	DBT Funded	MIA Funded
February and March	Planning visit to include:  - make contact with USA motorsport and high performance engineering companies to host B2B visits and take part in key activities  - marketing and promotion to UK motorsport and high performance engineering sector  - identify and finalise UK motorsport high performance engineering companies to take part in mission  - correspond with all stakeholders, issue joining instructions	To attend regular (3 weekly) catch up calls to provide updates and discuss ongoing programme development of the Mission.  To assist with sharing invitations to their relevant contacts for networking activities.	0.5	£ 375	2	£ 1,400	4.5	£ 2,475	£ 4,250	£ 4,250	
March and April	Develop and finalise programme of activity to include all logistics		1.5	£ 1,125	1	£ 700	8	£ 4,400	£ 6,225	£ 6,225	
May	Participate and deliver the visit in USA with UK support		0	£ -	8	£ 5,600	1	£ 550	£ 6,150		£ 6,150
Total time			2	£ 1,500	11	£ 7,700	13.5	£ 7,425	£ 16,625	£ 10,475	£ 6,150
Estimate for BDV costs including transport / group meals / meetings / transfers									£ 4,710		£ 4,710
Travel and Subsistence (estimate) for MIA staff to include flights, hotels and transfers.									£ 3,348		£ 3,348
Cost to deliver BDV									£ 24,683	£ 10,475	£ 14,208

All amounts are exclusive of VAT.  
The MIA will attempt to cover the additional costs through delegate registrations

Commercial SCS Approval

Name: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Joe Stevens  
Head of Commercial

17/4/2024

Signed on behalf of Motorsport Industry Association

Name: Keith Jonker  
Position: Head of Finance  
Date: 11 April 2024