

Meeting Cost Estimator

Directions:

1. Follow the steps in the Steps Column (Top to bottom).
2. Your estimated cost of an individual meeting will appear below.

Item	Value	Reference	Steps
Average GS Level		$(\text{Average Salary}/12 \text{ Months})/4 \text{ Weeks}/40 \text{ Hours}$ Number of Attendees Hours of Actual Meeting Time	1. Enter the average GS level of attendees. 2. This formula is calculated for you - no change required. Information is based upon the OPM Salary Tables for the Washington, DC area and is based on a step 5. 3. Enter the number of meeting attendees. 4. Enter the estimated duration (in hours) for the meeting.
Hourly Rate			
People in Meeting			
Hours of Meeting			
Total Meeting Cost			5. This is the total cost of your meeting (calculated).
Reoccurring Meeting			6. Enter the number of times this meeting occurs.
Total Reoccurring Meeting cost			7. This is the total cost of reoccurring meetings.

How Many Meetings Have You Attended?

Meetings / Week		How many meetings, per week, on average do you attend?
Working Weeks / Year		How many weeks per year, on average, do you work?
Years in Your Career		How many years have you worked?
Meetings You've Attended		This is the estimated number of meetings you attended!

Table of Position Levels and Average Hourly Rates

Position Level	AVG HOURLY RATE *
GS-05	\$20.15
GS-06	\$22.46
GS-07	\$24.96
GS-09	\$30.54
GS-11	\$36.95
GS-12	\$44.28
GS-13	\$52.66
GS-14	\$62.23
GS-15	\$73.20
ST	\$91.15
SL	\$91.15
SES	\$91.15

*Average Hourly Rate is based on the step 5 for the grade level of the 2018 OPM Pay Tables for the Washington Metropolitan area.