

**Student-Led Events: Guidance and Application Form**

**2019-2020**

*technē* can offer administrative and financial support of up to £1000 for student-led events or initiatives which may include (but are not limited to): symposia, reading groups, performances, workshops, poster days, exhibitions, public engagement events or awaydays. These can have a disciplinary or interdisciplinary focus in the arts or humanities.

There are deadlines for applications through the year to coincide with meetings of the Training Group who will assess the applications, the next deadlines for submissions are:

* 25th November 2019
* 25th May 2020

Before an application is submitted to *technē*, the application must be sent to the local *technē* Administrator to agree the financial aspects of the application. Once the application has been checked, it should be sent to techne@rhul.ac.uk with ‘Student-Led Event Funding Application’ in the subject field. All applications will be acknowledged, and considered at the next meeting of the Training Group. In exceptional circumstances, applications may be considered at other times.

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| **University** | **University *technē* Administrator** | **Email** |
| **Brighton** | Fiona Sutton | f.j.sutton@brighton.ac.uk  |
| **Brunel** | Emma Sigsworth | Emma.sigsworth@brunel.ac.uk  |
| **Kingston** | Rachel Graham | rachel.graham@kingston.ac.uk  |
| **Loughborough London** | Bryony Stewart-Seume | b.stewart-seume@lboro.ac.uk  |
| **Roehampton** | Miles Purcell | techne@roehampton.ac.uk  |
| **Royal Holloway** | Ally Williams | techneRHUL@rhul.ac.uk  |
| **Surrey** | Kate Smith | k.e.smith@surrey.ac.uk  |
| **UAL** | Jane Nobbs | researchdegrees@arts.ac.uk  |
| **Westminster** | Richard McCormack | R.Mccormack@westminster.ac.uk |

**Terms and Conditions**

1. Applications must be from groups of **at least five** *technē* students from **more than one** member institution. At least one student should be a fully-funded AHRC student; other students may be *technē* Associates.
2. For most types of events, **at least 10** *technē* students including the organisers must attend the event and be named in the delegate list supplied in the final report.
3. Applications should have a sponsoring member of academic staff within a *technē* member institution.
4. There must be at least 3 months between the submission of the application and the date of the event/initiative. This is to ensure good planning and publicity.
5. Successful applicants will be expected to work closely with their local *technē* Administrator. Student organisers should liaise with their local *technē* administrators to discuss financial arrangements.
6. Each application must nominate a student leader, and this person may submit only one application per year, though can be named as part of the organising group on any number of applications. *Technē* administration will communicate with only the student leader who is expected to relay information as necessary.
7. Each funded event/initiative must produce a short report of around 500 words (with images if possible) suitable for publication on the *technē* website. This should be sent to techne@rhul.ac.uk one month after the event. The report must include a list of participants, their institution, their status (student or staff) and whether or not they are AHRC funded.

**Guidelines on Eligible Costs**

1. All events should be held at *technē* member institutions or Partner organisations unless there is a specific requirement that cannot be met at these venues.
2. For a one-day event, catering should normally consist of a sandwich lunch with soft drinks, morning coffee and afternoon tea.
3. Catering and refreshments up to £400. (Larger amounts may be awarded in exceptional circumstances if justified in the application.)
4. Wherever possible rooms should be booked via an internal contact rather than a Conference Office as the latter will usually charge.
5. Speakers’ travelling and subsistence expenses will be paid subject to the policy of the institution dealing with expense payments. Please note that student organisers will be expected to liaise with speakers, and should make it absolutely clear to them what expenses and fees will be covered and what is expected in return. It is not possible to pay expenses or a fee to speakers from *technē* member universities. Speakers from *technē* universities are expected to claim expenses from their home institution instead.
6. Note that under HMRC rules it may be not be possible to make payments to individuals or small companies via an invoice. You should discuss with your local *technē* administrator about how payments will be made.
7. *technē* students can claim travel and subsistence costs for attending the event from their ad-hoc travel allowance. Non- *technē* students and *technē* Associates can participate in events but have to pay their own travel and subsistence costs, and usually should be charged in order contribute to the costs of running the event e.g. catering and speakers’ costs.

# Reimbursement

All costs should be paid by the home institution in the first instance. *technē* will then reimburse costs on receipt of a single invoice sent to *technē* from the member institution or partner after the event report has been submitted. This invoice should show a breakdown of the costs so that we have evidence, for auditing purposes, of how the money was spent. Note that travelling expenses incurred by staff from non-*technē* organisations should be reclaimed from the member institution leading the event (these will be claimed back from *technē* through your Finance Department), where these comprise a significant proportion of the costs, then *technē* may ask to see copies of claims.

**Publicity and Administration**

*technē* administration will publicise the event through the *technē* website, Twitter account and send information to all *technē* students via email. Students are expected to handle registrations and send joining instructions. Other publicity, and any documentation to be distributed at the event, will be the responsibility of the student organisers. **Note that all publicity and written materials should carry the AHRC and *technē* logos and make clear that it is a *technē* event/initiative**. Student organisers should clarify any ‘grey areas’ of responsibility with *technē* Administration at an early stage and on an ongoing basis.

**Planning your Event**

You may wish to refer to *Accessible Events: a good practice guide for staff organising events in Higher Education* which is available at: <https://www.tcd.ie/disability/assets/doc/pdf/Accessible_Events.pdf>

* It is best if one-day events start no earlier than 10.30am and finish no later than 4pm to allow travel time.
* Allow sufficient time for discussion of presentations.
* An uninterrupted series of presentations, no matter how good individually, may be wearisome for the delegates. Think about using different formats or devising more participative activities.
* Participants value events as a chance to meet and talk. Allow plenty of time for informal networking.





**Application for Funding for a Student–Led Event/Initiative**

If you need any assistance in completing this form or estimating costs, please email techne@rhul.ac.uk

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| **1.** | **Date of application** |
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| **2.**  | **Title of event/initiative** |
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| **3.**  | **Name and email address of student who will lead the organising team** (all communication from *technē* will go via this person) |
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| **4.** | **Name and email address of sponsoring member of academic staff at a TECHNE member institution** |
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| **5.**  | **Amount applied for (maximum £1000)** |
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| **6.** | **Names of another 4 TECHNE students who will form the organising team** |
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| **7.** | **What type of event/initiative do you wish to organise?** For example**,**  performance, workshop, poster day, exhibition, public engagement event or awayday |
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| **8.** | **When will be event be held?** |
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| **9.** | **Where will the event be held?** |
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| **10.**  | **What are the aims and why is it suitable for TECHNE funding [150 words max]** |
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| **11.**  | **What will happen at the event or as part of the initiative? [200 words max]** |
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| **12.** | **Who would attend/participate?** Please give approximate numbers of TECHNE students and others and say if any external presenters (or equivalent) are required. |
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| **13.** | **Risks** Please identify the risks associated with the event and how they will be mitigated. An example is given in the template below. |
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| **Risk Description** | **Impact 1=low 2=medium 3=high** | **Likelihood 1=low 2=medium 3=high** | **Risk score (Impact X Likelihood)** | **Owner** | **Response/mitigation plan** |
| **Example:** Transport problems delaying arrival of keynote speaker | 2 | 1 | 2 | Chair of Organising committee | Swap keynote with one of the afternoon sessions |
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Insert more rows as necessary. |
| **13.** | **Budget.** Please present an estimate of the costs involved under headings such as ‘catering’, ‘speakers’ expenses’, ‘equipment’, organisers travel costs, additional costs of planning the event. |
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| **14.** | **Are there any other points you would like to bring to the attention of those assessing your application?** |
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