

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

**2019/20**

Techne 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
* 26th May 2020

Before an application is submitted to Techne, the application must be sent to the local Techne 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 Techne 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** | Emma Ward/Carol Hughes | techne@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** Techne students from **more than one** member institution. At least one student should be a fully-funded AHRC student; other students may be Techne Associates.
2. For most types of events, **at least 10** Techne 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 Techne 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 Techne Administrator. Student organisers should liaise with their local Techne 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. Techne 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 Techne 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 Techne 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 Techne member universities. Speakers from Techne 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 Techne administrator about how payments will be made.
7. Techne students can claim travel and subsistence costs for attending the event from their ad-hoc travel allowance. Non-Techne students and Techne 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. Techne will then reimburse costs on receipt of a single invoice sent to Techne 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- Techne organisations should be reclaimed from the member institution leading the event (these will be claimed back from Techne 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**

Techne administration will publicise the event through the Techne website, Twitter account and send information to all Techne 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 Techne logos and make clear that it is a Techneevent/initiative**. Student organisers should clarify any ‘grey areas’ of responsibility with Techne 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.
* You should consider the importance of BAME representation when looking for speakers and contributors to your event.
* 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.

**Example budget**

Please ensure that you include a sufficiently detailed breakdown of your budget to show that your event is financially viable. We often have to return applications for events to be revised when the budget isn’t detailed enough. Here is an example budget to demonstrate the level of detail that should be included:

Speaker fee: £400 for 1 speaker (full day rate)

Speaker travel expenses: £58 return Birmingham to London for 1 speaker

Catering: £356.10 total

Tea/coffee/biscuits (morning) - £3.75 x 15 attendees = £56.25

Sandwich lunch - £14.80 x 15 attendees = £222

Fruit juice x 4 = £21.60

Tea/coffee/biscuits (afternoon) - £3.75 x 15 attendees = £56.25

Total budget = £814.10

**Reporting**

Within one month of the event, the lead organiser should supply a report detailing:

* The names and institutions of those participating, and whether or not they are AHRC funded. (This information is needed for reporting to the AHRC so should be collected at registration.)
* A final programme for the day
* A summary of how the funding was spent e.g. amounts spent on catering, travel for speakers
* A summary of feedback collected from participants
* A list of recommendations for adjusting the day if it were run again
* A 300 word description of the day suitable for posting on the Techne website
* A brief reflection on the impact of the event





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

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 Techne will be 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 a detailed estimate of the costs involved, broken down 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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