**Student-Led Events: Guidance**

Techne can offer 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.

Whilst this guidance is designed to support you with your application, we appreciate that every event is very particular and therefore you might have queries which are not covered in the below. In such cases, we recommend you contact the Techne team who will be happy to help.

The Techne Training Group and administrators will assess all applications. The next deadline for submissions is **Friday 20th December 2024.** The next deadline is likely to be in April 2025.

Before an application is submitted to Techne, the application **must** be sent to your local Techne Administrator to agree the financial aspects of the application, as they will be responsible for processing any payments relating to the event.

Once the application has been checked, please **submit it 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 meeting. In exceptional circumstances, applications may be considered at other times.

|  |  |  |
| --- | --- | --- |
| **University** | **University Techne Administrator** | **Email** |
| **Brighton** | Selena Avis | s.avis@brighton.ac.uk  |
| **Brunel** | Emma Smith | Emma.smith@brunel.ac.uk  |
| **Kingston** | Rachel Graham | rachel.graham@kingston.ac.uk  |
| **Loughborough London** | Vanessa Curchia | londonresearch@lboro.ac.uk |
| **Roehampton** | Miles Purcell | techne@roehampton.ac.uk  |
| **Royal Holloway** | Janet Heaney | techneRhul@rhul.ac.uk |
| **Surrey** | Allan Kilner-Johnson | a.kilner-johnson@surrey.ac.uk  |
| **UAL** | Jane Nobbs | researchdegrees@arts.ac.uk  |
| **Westminster** | Nicola Allett | N.Allett@westminster.ac.uk |

**Terms and Conditions**

1. Applications must be from groups of **three to 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. **At least 10** Techne students (including the organisers) must attend the event and be named in the delegate list supplied in the final report. If you are not able to recruit 10 Techne students to the event, please let us know as quickly as possible so that we can assist with the advertising of your event.
3. Applications should have a sponsoring member of academic staff from 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 and for advice on how to carry out risk assessments.
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. Student-led Events must take place within a year of the application being approved, otherwise funding may be withdrawn and you may be asked to reapply.
8. Please read Techne’s [Sustainable Events Policy](http://www.techne.ac.uk/for-students/training-and-support/sustainable-events-policy) and take this guidance into account when planning your event.
9. Each funded event/initiative must produce a short report of around 500 words. This should be sent to techne@rhul.ac.uk one month after the event. See below for further details.
10. Event organisers are **not eligible** to request an extension to their funding on the basis of having run a student-led event.

**Guidelines on Eligible Costs**

1. In planning the financial side of your event **you must liaise with the Techne administrator in your institution.** Your institution will have particular finance processes that must be followed when paying speakers etc., which you will need to make yourself familiar with before you confirm any costs. Your administrator will be able to give you further advice on this.
2. Note that under HMRC rules it may be not always 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.
3. 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.
4. Catering and refreshments up to £400 are eligible (larger amounts may be awarded in exceptional circumstances if justified in the application.) For a one-day event, catering should normally consist of a sandwich lunch with soft drinks, morning coffee and afternoon tea. The event budget should include expected catering costs for speakers and Techne attendees, but **Techne can’t cover catering costs for any non-Techne attendees.** In line with the new UKRI guidance – alcohol costs **cannot** be reimbursed.
5. Wherever possible rooms should be booked via an internal contact rather than a Conference Office as the latter will usually charge.
6. 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 or partner organisations. Speakers from Techne universities and partner organisations are expected to claim expenses from their institution instead. If your budget for speaker fees is limited we recommend prioritising speaker fees for those who are freelance and/or ECRs (rather than speakers with full time academic positions).
7. Techne recommends the following benchmark speaker fees (inclusive of preparation). If a speaker requests a higher fee, you should include justification for this in your application form. It is not possible to pay a fee to speakers from Techne member universities or partner organisations.

|  |  |
| --- | --- |
| Short Talk / Panel | £150 |
| Keynote Lecture | £300 |
| Half Day  | £400 |
| Whole Day  | £700 |

1. Due to financial and environmental considerations, any international travel for a guest speaker must be justified in the application on the grounds that it offers a prolonged and interactive engagement with attendees.
2. If any speakers or attendees need any disability accessibility adjustments that require additional funding, please speak to Techne. Any accessibility costs must be agreed with Techne beforehand.
3. Competition prizes or vouchers are not a permissible as part of your event budget.
4. Techne students can claim travel and subsistence costs (if there is no catering provision at the event) for attending the event from Techne. Non-Techne students can participate in events but have to pay their own travel and subsistence costs, and usually should be charged a small registration fee in order contribute to the costs of running the event e.g. catering and speakers’ costs.
5. If your event budget includes purchase of resources or equipment that can be re-used after the event, Techne may wish to keep the resources/equipment for future student use. Please discuss this further with Techne if relevant.
6. Any changes to the budget after the event application is approved must be approved in writing by Techne. Any re-allocation of the budget, even if this does not increase the overall budget spend, must also be agreed in writing between Techne and the organisers.

# 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. Techne will provide an event code (in the format T000) which should be included on the invoice.

If there are any unavoidable cost increases as you go along, you must get in contact with Techne to have the revised budget approved prior to making any payments.

**Publicity and Administration**

Techne administration will publicise the event through the Techne website and send information to all Techne students via email. Please send event details (date, time, description, schedule/programme, booking link etc.) to Techne at least **two months** ahead of the event, so that the event can be advertised to all Techne students.

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/media/tcd/disability/docs/a-guide-to-accessible-events.pdf>

* One-day events should start no earlier than 10am and finish no later than 4pm to allow travel time. Should you wish to run an event at a different time, this must be discussed with the Techne team.
* Allow sufficient time for discussion of presentations.
* You should consider the importance of diversity and representation when looking for speakers and contributors to your event.
* We welcome participation with Techne partner organisations. If you would like to involve them as speakers or use one of their venues, please let us know and we can help put you in touch with someone from the organisation.
* 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.
* For your application, please consider which of the 12 descriptors from the [Vitae Researcher Development Framework](https://www.vitae.ac.uk/vitae-publications/rdf-related/researcher-development-framework-rdf-vitae.pdf/view) wheel best describe your event content. Please select between 1 and 3 descriptors to include on your application form (e.g. A1, A3 and D2). This information will help Techne to track what types of training we are offering to our students.

Due to the potential disruption (e.g., strikes on the travel network) we recommend that if you plan to hold your event in-person you must also include a back-up plan for an online event as part of your application. If so, please include two proposed budgets – one for an online event, and one for an in-person event.

**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. You should enquire about actual costs for your venue: catering, speakers etc., as estimated costs may lead to your application being returned. It is always recommended that evidence of costs is provided at the outset.

Here is an example budget to demonstrate the level of detail that should be included:

|  |  |  |
| --- | --- | --- |
| Speaker Fee | Half day rate for 1 speaker | £400 |
| Speaker Travel Expenses | Return Birmingham to London for 1 speaker | £58 |
| Catering  | Tea/coffee/biscuits (morning) - £3.75 x 20 attendees = £75Sandwich lunch - £14.80 x 20 attendees = £296Fruit juice x 4 = £21.60Tea/coffee/biscuits (afternoon) - £3.75 x 20 attendees = £75 | £467.60 |
|  | **Total Budget** | **£925.60** |

# Equality, Diversity, and Inclusion & Risk Assessment

Alongside your main application form, you will need to complete and submit a copy of the Techne Event Equalities Impact Assessment. This document aims to help event organisers ensure that all attendees can participate fully in the proposed event by identifying and working to negate any identified issues or factors.

The main proposal form will also ask you to confirm that you have completed a risk assessment in line with your institutional processes. We recommend that you liaise directly with your local Techne administrator to assist with this, as the process and documentation will be specific to one institution.

**Reporting**

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

* The number of Techne-funded attendees, and number of overall attendees. You must also provide a list of names of Techne attendees. (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 brief reflection on the impact of the event