**Student-Led Events: Application Form**

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

**Preliminary Information:**

|  |  |
| --- | --- |
| **1.** | **Date of application** |
|  |  |
| **2.**  | **Proposed Title of event/initiative** |
|  |  |
| **3.**  | **Name and email address of student who will lead the organising team.** (all communication from Techne will be via this person) |
|  |  |
| **4.** | **Name and email address of sponsoring member of academic staff at a Techne member institution** |
|  |  |
| **5.** | **Names of another 2 to 4 Techne students who will form the organising team** |
|  |  |

**Event Details:**

|  |  |
| --- | --- |
| **6.** | **What type of event/initiative do you wish to organise?** **(**For example**,** performance, workshop, poster day, exhibition, public engagement event or away day) |
|  |  |
| **7.**  | **What are the aims of the event, why is it suitable for Techne funding, and what impact/benefit will it have for students attending**[150 words max] |
|  |  |
| **8.**  | **What will happen at the event or as part of the initiative?** Ideally include a provisional outline of a programme/schedule. |
|  |  |
| **9.** | **Who would attend/participate?** Please give approximate numbers of Techne students and others and say if any external presenters (or equivalent) are required. |
|  |  |
| **10.** | **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 does your event content cover?** Please select between 1 and 3 descriptors (e.g. A1, A3 and D2). |
|  |  |

**Event Logistics:**

|  |  |
| --- | --- |
| **11.** | **When will be event be held?**(n.b. this should be at least three months after the date of application.) |
|  |  |
| **12.** | **Where will the event be held?** (If no room is currently booked, please indicate) |
|  |  |
| **13.** | **Contingency Planning:**What contingencies can be put into effect in case the session cannot go ahead as planned due to unexpected circumstances? Please ensure you give details of any cancellation policies for elements such as the catering that may be payable if the event does not proceed.  |
|  |  |
| **14.** | **Risks:** Please confirm that you have carried out a risk assessment for this event based on the requirements of your home institution and attach a copy with this application. |
|  |  |
| **15.** | **Equality, Diversity and Inclusion** Please confirm that you have completed an Equalities Impact Assessment (EIA) for this event to consider potential issues and equality, diversity, and inclusion. You should attach a copy of the EIA alongside this application.  |
|  |  |
| **16.** | **How will your event be organised in line with Techne’s** [**sustainable events policy**](http://www.techne.ac.uk/for-students/training-and-support/sustainable-events-policy)**?** |
|  |  |

**Budget:**

|  |  |
| --- | --- |
| **17.** | **Total Amount Applied For (maximum £1000)** |
|  |  |
| **18.** | **Cost Breakdown:**Please present a detailed estimate of the costs involved, broken down under headings such as ‘catering’, ‘speakers’ expenses’, ‘equipment’, additional costs of planning the event. Where quotes have been received for elements such as the catering, you should provide evidence of these along with your submission.  |
|  |  |

**Additional Information:**

If there are any further points you would like to make regarding your application, please do provide them below:

*Please email your proposal (as an attachment) to* *techne@rhul.ac.uk* *with the words “Student Led Event Application” in the subject line. We will acknowledge receipt.*