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**artsmethods@manchester**

**Conference & Researcher-led Initiatives Fund**

**Terms & Conditions 2015/16**

**The School of Arts, Languages & Cultures**

**The University of Manchester**

This document outlines the terms and conditions for receiving postgraduate conference or researcher-led initiatives funding. It outlines all the roles and responsibilities that are to be assumed by the organisers of postgraduate conferences and researcher-led initiatives within the School of Arts, Languages & Cultures. It is a condition of funding that all organisers abide by the terms and conditions in this document.

Postgraduate conferences and researcher-led initiatives require a significant investment of time and effort on the part of the organisers. Please note that artsmethods@manchester is only able to offer limited administrative support and guidance to those organising postgraduate conferences and researcher-led initiatives**.** Organising committees therefore must commit to cover **ALL** administrative duties pertaining to the conference or initiative and its organisation.

Please read, tick all relevant boxes and return to Dr Jérôme Brillaud, jerome.brillaud@manchester.ac.uk

Terms & Conditions

**Upon notification of funding the conference organisers must:**

* Consult with the artsmethods@manchester Director and administrative assistant who can provide ad-hoc guidance and support.
* Ensure the event takes place before 31 July in line with the financial year.
* Refer to the information included in the Postgraduate Conference Handbook and on the “Funding” section of the artsmethods@manchester website before seeking further advice for general queries.
* Put in place sound administrative and IT procedures for the conference or initiative.
* Apply to external organisations to supplement conference/initiative income and arrange for this income to be paid into the University.
* Produce ad-hoc financial and administrative updates to artsmethods@manchester.
* Book the venue and rooms, if appropriate.
* Abide by the University’s Health & Safety policy, as outlined on the University website and in the conference handbook.
* If necessary, ensure that provisions for delegates with special needs will be met.

**In the months leading to the conference/initiative, the conference organisers must:**

* Respond to all queries regarding the conference/initiative.
* Advertise/publicise the conference in the wider research community – this should include external networks – and provide comprehensive information for the artsmethods@manchester website.
* Regularly maintain any web-based interface for the conference/initiative, including any websites, blogs, twitter feeds.
* Liaise with all keynote speakers and delegates, where appropriate.
* Manage the conference/initiative budget in a way which minimises the likelihood of any shortfall.
* Book all catering and refreshments, if appropriate.
* Order all stationery, photocopies and supplementary materials, if appropriate.
* Monitor the income and expenditure for the conference or initiative and to keep all financial and budget records (invoices, receipts, spreadsheets etc).

**Ten days before the conference/initiative, the organisers must:**

* Meet with the artsmethods@manchester Director/Head of the Graduate School to confirm that all provisions are in place.
* Designate at least one contact person responsible for catering and overall planning during the conference. Please enter name and email here:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Ensure that the designated person has a list of all contact numbers for all parties contributing to the event (speakers, caterers, IT support, house services etc.)
* Ensure that organisers are familiar with IT equipment and know whom to call if help is needed.
* Inform relevant building attendants and organise porter provision if applicable (not provided by Graduate School). Be aware of special arrangements if running events which extend after normal office hours.
* Ensure all aspects of stationary have been ordered and are ready.

**During the conference, the organisers must:**

* Ensure room/venue is left clean and tidy and ready for use after the event and returned to its original layout (if appropriate).
* Ensure that room/venue is left clean and tidy after each break (morning, lunch and afternoon).
* Ensure that caterers and IT contact information is available to all organisers during conference.

**After the conference/initiative, the conference organisers must:**

* Produce a conference/initiative report within 30 days of the event taking place (this will be put on the artsmethods website).
* Produce a final budget at the end of the conference.
* Send copies of all receipts/invoices to artsmethods@manchester.
* Take responsibility for the likelihood of any shortfall in funding, notifying the artsmethods@manchester budget holder, as appropriate.
* Provide photographs or any other materials which arise from the conference/initiative, for publicity and reporting purposes

I confirm that I have read and understood the above terms and conditions and assume full responsibility for the administration of the conference/initiative that I am currently organising:

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference/Initiative Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Conference/initiative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact details:

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_