

## Tips for running an event

### Do –

- Meet with artsmethods staff to go through procedures
- Try and book the SALC Grad School space in Ellen Wilkinson for event, this has a large room (max capacity 90), AV equipment (including video conferencing), and allows internal/external catering
- Be aware of venue/portering costs in holding event on a weekend/out of hours
- Ensure speakers are aware they are responsible for booking and paying for their travel. Expenses are reimbursed by completing a PR7 and submitting original tickets/receipts. artsmethods is not in a position to book/pay for travel
- Use [Crowne Plaza](#) or [Chancellors hotel](#) if accommodation is required – artsmethods can help support the bookings for these venues. Other hotels will need to be booked and paid for by the speaker and claimed back on expense as above.
- Ensure any companies (whether organisations or self-employed individuals) used are approved suppliers to the University, e.g. restaurants, catering companies, venues, consultants
- Adhere to health and safety regulations and be mindful of size/accessibility, venue restrictions, fire drills etc
- Leave venues tidy and clean, organise collection of catering equipment as soon as event has finished

### Do not –

- Agree to pay a company by invoice without checking they are an approved supplier
- Offer payment/honorarium to speakers
- Assume rooms will be available, do plan ahead and think about room requirements