



Faculty of Law

Guidance notes for conferences, seminars and workshops

CONTENTS

1.	Introduction	Pg 3
2.	Aims of this document	Pg 3
3.	Leading A Conference – Responsibilities	Pg 3
4.	Faculty Office Support	Pg 3-4
5.	Budget	Pg 4
6.	Funding	Pg 4-5
7.	Website	Pg 5
8.	Delegate Registration And Payment	Pg 5
9.	Venue And Catering	Pg 5
10.	Appendices:	
	A. Funding questions to consider	Pg 6
	B. Setting the budget questions to consider & budget template	Pg 7-9
	C. Other general conference information to consider	Pg 10

Introduction

The Dean of the Faculty of Law encourages Faculty members to organise conferences, seminars and workshops to promote research activities and collaborations within Oxford and with other academic and non academic institutions.

There is no requirement for official approval by the Dean or Law Board to enable someone to say that their event is supported by the Faculty. No member of the Faculty will be told that they may not run an event, however while members of the Faculty Office will always seek to provide support, there may be occasions when a member of Faculty may be told that the Faculty Office is unable to help with the event organisation.

The only financial support that the Faculty can provide directly is through the Research Support Fund. However the Research Facilitator will assist with applying to outside bodies for funding.

Aims of this document

To assist members of Faculty who are planning to hold a conference, seminar or workshop:

To advise Faculty members of

- the support available from the Faculty Office
- the structures and systems available for organising events such as event-specific websites and online delegate registration
- the responsibilities of Faculty members who wish to organise an event
- the potential funding sources

To provide templates and standard forms for event organisers to use for the planning and execution of a successful event

Leading a conference - responsibilities

The Lead Organiser for a Law Faculty event would normally be:

- A full member of the Faculty – with a Faculty or joint Faculty/College appointment
- A researcher at grade O8S or above

Anyone with a college-only appointment who would not normally be the Lead Organiser: please speak to the Head of Administration in the first instance

The Lead Organiser may work with colleagues from a college, from another department or from another institution. However all correspondence with the Faculty Office with respect to aspects such as administrative support, grant applications or the Research Support Fund, should be with the Lead Organiser. The Lead Organiser is responsible for managing all aspects of the event, securing funding and managing the event budget.

Faculty Office support – what help do you want?

Different levels of Faculty Office support will be sought for each event. This will depend on matters such as: previous event organisation experience of the Lead Organiser; the size and structure of the event; the venue; the funding required; the availability of colleagues or graduate students to assist with the event.

Anyone proposing to organise an event should initially contact either

- Michelle Robb, for general conference information and to discuss administrative support that may be available from the Faculty Office, or
- Karen Eveleigh, to discuss sources of funding

This initial contact should normally be at least 12 months in advance of the proposed event.

Once the requested level of support has been established, the Head of Administration may choose to charge for some of the support and this cost will be added to the event budget.

The Faculty Office staff will only be able to offer support to organise the event, after funding has been secured and the budget has been approved by the Faculty Accountant. However support to set the budget and to secure funding will be available at all times.

Faculty Office support may include:

- Setting up a conference website
- Setting up an online booking and payment facility for delegates
- Booking venues and organising catering
- Helping out at the event on the registration desk

A research assistant may be employed to work with Michelle in the Faculty Office to carry out tasks such as

- Sending joining instructions to delegates
- Monitoring delegate registrations and payments
- Liaising with speakers to ensure that presentations are available and that speakers have information on allowable travel claims
- Making delegate packs and badges

A research assistant may also work on the registration desk on the day of the event or take notes throughout the conference for proceedings to be written up and published.

Budget

The budget template provided as part of the conference planning pack can be used to assess the costs and income for the event and hence the additional funding that may be required.

The Faculty will not underwrite the costs of an event and so will not provide financial support in the event that costs are higher than budget. It is therefore essential that the Lead Organiser takes responsibility for the budget and for monitoring and controlling costs for the event. The Faculty Accountant will approve the project budget at least 4 months before event.

Funding

Karen Eveleigh will help all members of Faculty who are seeking funding for events or other research activities.

The checklist in the appendix can be used in advance of discussions on funding, since this may affect the range of funders that will consider the event.

The Faculty's Research Support Fund has four deadlines each year, usually the 2nd week of term and in July, and considers applications for grants and for underwrites for events. The RSF annual budget

is currently £100,000 and members of Faculty may be awarded up to £3,000 for a single event. Funding may on occasion be conditional on external funding being secured. Applications should normally be made at least 12 months in advance of the proposed event. Applicants are normally informed of decisions within two weeks of the deadline.

The University's John Fell Fund has three deadlines each year. The emphasis is generally on interdisciplinary research or pump priming activities that may lead to applications to external funders. Decisions are made within three months of the deadlines.

Lead Organisers should consider how an event fits into their research programme or plan. For example, if a workshop is being organised to establish new collaborations and it is expected that research projects may result from it, then an application could be submitted to a funder for a larger project, of which the workshop is just part. Similarly, a conference at the end of a two year project may be considered by Research Councils as part of the impact plan, disseminating the results to interested stakeholders outside the academic community. The conference budget should therefore be included in the project funding application.

External funders commonly take up to 6 months to announce decisions of funding applications. The Lead Organiser should therefore consider how much work should be put into the event planning before funding is secured, or a scaled down version could be considered as a back-up plan.

Website

Steve Allen has set up a template webpage for conferences being organised by members of Faculty. A new page can be set up in advance of an event so that delegates and speakers can be directed to the site for all joining information. Organisers may also wish to attach papers for discussion or conference proceedings after the event. The site will also link to the registration and payment pages.

Delegate registration and payment

The University Finance Department has an online 'store' that can be used for delegates to register and pay for events. This can be useful even if there is no delegate fee, since the page can be designed for each event and it can require the delegate to enter details such as dietary requirements, attendance at different parts of the event and accommodation preferences. If there are multiple fee rates, then it is possible for delegates to select the correct fee and pay online.

Venue and catering

It may be possible to accommodate small events in rooms in the St Cross Building and in the Manor Road Building, however this is unlikely during term time and in July. Colleges are often used for conferences, and many have dedicated conference organisers who will help with the provision of the facilities and advise on meeting rooms, B&B accommodation and dining arrangements. Only a few colleges can cater for events for 150 delegates or more and so larger events must always be planned well in advance. Michelle can advise on facilities in many of the colleges.

If an event is planned in London, then Maureen may be able to secure a venue at a law firm.

Appendix A

Funding questions – points to consider in advance of looking for funding for an event

Funders to consider:

- Research councils, European Commission, Leverhulme Trust, Nuffield Foundation
- Other trusts and foundations
- Colleges
- Oxford University's John Fell Fund
- The Faculty of Law Research Support Fund
- Individual and corporate donors

Will this be a conference, workshop or seminar?

Is this a one-off event or part of a series?

Is the event part of a research project?

- To disseminate results?
- To start a new collaboration?

Do you have a co-convenor from another institution?

Could we ask this other institution for funding?

How many people do you expect to attend?

Will speakers/contributors be coming from overseas?

Will the theme be national or international?

Will undergraduate students be invited? As delegates or presenting papers/taking part?

Will graduate taught students be invited? As delegates or presenting papers/taking part?

Will graduate research students be invited? As delegates or presenting papers/taking part?

Would it be possible for sponsors to attend all or part of the event?

Would a sponsor be able to take part in the event? – speaker/delegate?

Will delegates pay a fee?

Will there be different rates for academics, students, practitioners/commercial sector?

Appendix B

Setting the budget

The idea of setting the budget is to give the lead organiser and the Faculty, Michelle & Karen, an idea of how much funding is needed and how much support is needed in order for the conference to go ahead.

Ideally, planning should be done at least 12 months in advance in order to secure funding, speakers and guarantee a venue.

Conference Information:

- What is the official name of the conference?
- Who is the lead organiser? *(name/s of the Faculty member/s leading the conference)*

General Conference Costs:

How many people are you planning on attending the conference? *(Including speakers and organisers)*

- How many speakers?
- Are you covering all the speakers costs?

(Specify how many UK & Europe or elsewhere for speaker cost purposes etc.)

Where is the conference going to take place? What are your college/venue costs?

- How much is the hire of the lecture theatre?
- How much is the hire of the breakout rooms?
- Will there be a separate registration area? Is there a cost for this?
- How much is the hire of the AV equipment & technical support on offer?
- How much is lunch?
- Tea & Coffee costs: *2 x morning, 2 x afternoon, plus registration tea/coffee?*
- How much for dinner p/person? Are you planning on 1 or 2 dinners? Is there a separate dinner for speakers that may be held elsewhere?
- Are you planning to have a drinks reception before dinner? Do you want to provide wine at dinner?

(Remember to factor in wine per glass/per person when calculating your dinner cost – roughly half a bottle per person)

Where is the conference accommodation? Is it at the same place as the conference or at a separate location?

- How much is the accommodation p/night?
- Is there an overall accommodation fee from the college/venue that includes a B&B cost p/night?

Other costs:-

A research assistant:

- What support will they give you? How many hours will you need them for?

(They work on a £14.80 p/h rate.)

Printing / photocopying & distribution costs:

- Will the printing be done at the print room or externally?
- Will you want specific conference materials printed? E.g. conference bags, folders etc. with logos

(It is worthwhile that all paper printing goes through the print room in advance if possible to make it cheaper and easier for all.)

Fees & Funding:-

- Is there a conference fee?
- What is the conference fee? Are there different fees for different delegates?
- How many delegates do you estimate for each type of fee?

How much external funding are you looking to apply for? Who are you applying to?

How much funding are you applying for from the RSF?

Do you have any donations to put towards the budget?

Is there another institution or body involved with the conference? Are they giving any funds towards the overall cost of the conference?

Law Faculty - Conference/Workshop Budget

Conference Title
 Type of Event
 Proposed Date
 Proposed Venue
 Lead Member of Faculty

Total planned attendees
 (incl speakers)
 Total speakers

		No Speakers	No others	Unit Cost	No Items	Speakers	Others	Total
<i>Travel</i>								
UK Speakers	Travel from within UK	0	0	£0.00	0	£0.00	£0.00	£0.00
Travel								£0.00
<i>Subsistence</i>								
Tea, coffee etc	x6	0	0	£0.00	0	£0.00	£0.00	£0.00
Lunch (2 course)	both days	0	0	£0.00	0	£0.00	£0.00	£0.00
pre dinner drinks (day 1)		0	0	£0.00	0	£0.00	£0.00	£0.00
conference dinner (day 1)		0	0	£0.00	0	£0.00	£0.00	£0.00
Subsistence								£0.00
<i>Accommodation</i>								
Bed and breakfast for 2 nights (non-Oxford attendees)	20 speakers and assume 35 non Oxf delegates	0	0	£0.00	0	£0.00	£0.00	£0.00
Delegate Accommodation								£0.00
<i>Other costs</i>								
Hire of lecture theatre & breakout room	x 2 days hire for 2 rooms			£0.00	0	£0.00	£0.00	£0.00
Equipment and technical support				£0.00	0	£0.00	£0.00	£0.00
Photocopying and distribution costs				£0.00	0	£0.00	£0.00	£0.00
badges & name cards				£0.00	0	£0.00	£0.00	£0.00
research assistant	prep 30hr			£0.00	0	£0.00	£0.00	£0.00
Other costs								£0.00
Total Expenditure								£0.00
number of non-speakers		0						
number of academic delegates		0						
number of students		0						
academic fee		0		£0.00			£0.00	£0.00
student fee		0		£0.00			£0.00	£0.00
Oxford academic fee		0		£0.00			£0.00	£0.00
oxford student fee		0		£0.00			£0.00	£0.00
practitioner fee		0		£0.00	0		£0.00	£0.00
public/charity sector		0		£0.00	0		£0.00	£0.00
Accommodation fee		0		£0.00	0		£0.00	£0.00
Total Income								£0.00
Surplus to fund								£0.00

Appendix C

Information required to set up a new event webpage:

- Title of Conference/workshop/seminar
- Conference Leader's name, group, or organisation
- Do you want pictures on the website?
- Information you want the delegates to know about the conference
- link to the registration/payments page & accommodation page (this may be separate)
- Do you want papers uploaded to the website?
- Do you want the conference programme to be uploaded to the website?

Please email Steve Allen if you would like any further information regarding a conference/workshop/seminar website

Online shop:

- What information do you require from the delegates?
- Are there multiple fees?
- Is there a limit on registration numbers? And for numbers for different categories?
- What reports would you like to be produced from the online shop?
- How far in advance do you want the registration available?
- Who do you want the online booking emails to be sent to?

There are certain times when the Faculty Office will be less likely to provide support for an event. These periods are as follows:

- Uniq (First 2 weeks of July)
- International Human Rights Course - July
- Open days – September, March, July – check the dates on our website <http://www.law.ox.ac.uk/undergraduate/opendays.php>
- Alumni weekend – usually within the last 2 weeks of September
- Registration/Start of Michaelmas Term
- Graduate admissions/Start of Hilary term

Link to the expense claim form & instructions online:

<http://www.admin.ox.ac.uk/finance/forms/expensesand relocation/>