Budget Guidelines

The Workshop grant amount will be awarded based on the type of workshop you are planning:

- Up to £3500 for on-campus and hybrid events
- Up to £500 for virtual events

For virtual events, organisers should only bid for the maximum grant amount if they can fully justify that expenditure. We expect most bids to be for very much less.

If you need assistance with your budget, please contact Louise Jones (l.jones@surrey.ac.uk)

Revenue

The IAS will provide a maximum grant to each successful workshop as per the figures outlined above. If you are planning an on-campus event and foresee higher costs you are encouraged to secure funding from an external partner to supplement your IAS grant.

On campus events may also generate revenue by charging an event registration fee (which may also include fees for event dinners). It is expected that virtual events will be free to attend and registration fees will not apply.

Costs

The following costs should be considered by organisers. Note that all costs will need to be incurred and processed before 31 July.

ON-CAMPUS OR HYBRID EVENTS		
Item	**Notes**	**Typical cost**
Administrative Support	Although the IAS team can provide some administrative support, organisers will require additional dedicated administrative support to assist with the event organisation. Organisers are responsible for sourcing their own administrator. Ideally this would be someone part-time who can take on additional hours. Suggested pay rates for this would be from Level 2b.3 – 2b.5 on the University pay scale.	£700-£800
Delegate day rate for venue and catering	We suggest booking the venue via the University Conference Office. The day delegate rate includes Plenary meeting room; Tea, coffee, biscuits on arrival, morning and afternoon; Cold finger buffet lunch; Built-in projector and screen; Wi-Fi.	Allow £45 per person per day.
Speakers' expenses	This will need to be priced on an individual basis. Organisers will need to decide what travel and accommodation costs to include in the event budget. Please note that in general we do not pay honoraria to academic speakers at IAS supported workshops. Payments can be made for independent artists or practitioners.	Varies

Dinner(s)	We suggest costs are included for a main workshop dinner. Pre-event or post-event dinners can also be included if applicable.	Suggest a limit of £40 per head
Workshop programme brochure	A brochure is required for each Workshop – to include the event timetable, participant information and abstracts. This should use the IAS brochure template and will therefore need to be included in the budget as follows: ***Option 1 – Printed brochure*** If a printed brochure is required this will need to be professionally designed and printed (cost will depend upon size of brochure, number of pages and graphics included). ***Option 2 – Digital brochure*** IAS can create a PDF brochure for digital use free of charge. Note that this is set up to read on screen and not for printing. See an example here.	Circa £300-£500 for print and design No cost
Poster boards for a poster session	Poster boards are available to hire from Bentley Brown, who are approved suppliers	Allow £25 per board for a 4-day hire period
Videos or professional design of follow-up articles	Budget can be used to create videos either before or after the event, or other creative materials. The University Creative Services Team can provide quotes.	Varies
Contingency		Suggest 5% of overall budget

ONLINE EVENTS		
Item	**Notes**	**Typical cost**
Administrative Support (including at event)	The IAS website provides tools to help facilitate the easy administration of call for papers and event registration processes. Administrative support required may be limited and will need to be decided by organisers. PGR students can be used to provide support and paid via Unitemps.	This will depend on the number of hours required and pay rate agreed.
Speakers' expenses	Please note that in general we do not pay honoraria to academic speakers at IAS supported workshops. Payments can be made for independent artists or practitioners.	Varies
Videos or professional design of follow-up articles	Budget can be used to create videos either before or after the event, or other creative materials. The University Creative Services Team can provide quotes.	Varies
Software or professional moderation services	Most online events are held using Teams and organisers moderate themselves. However, if specific software or moderation services are	Varies

	required these can be included in the event budget.	
Workshop programme brochure	A brochure is required for each Workshop – to include the event timetable, participant information and abstracts. IAS can create a PDF brochure for digital use free of charge. Note that this is set up to read on screen and not for printing. See an example here.	Free of charge