eakers fee and ravel cost: 2.'Thank vou' mail to all the speakers and articipants. 3. Finalising funding

1.Who to collaborate with to form a core team? 2.What topic? 3. What funding (internal & external)? 4.Appointing a 'lead applicant'*; 5. What are the funding criterias? 6. How to develop the theme in accordance to the funding criterias; 7.To approach

speakers, new collabo-

rators & venue.

menting the 3. Feedback questionnaires

HOW TO ORGANISE A CONFERENCE

SYMPOSIUM

ACADEMIC WORKSHOP

8.Designing a timelines/checkists (i.e.paper submission, date of event, website going live) & delivery format; 9.Completing budget; 10.Completing funding 11. Funding submis-

Printing material - including programme, name badge, attendees list, signage, visitors parking permit; to check catering, hotel, facility for last minutes changes; 2.Emailing speakers for materials (i.e.paper/images); 3.'Event reminder' email to I WEEK-ING volunteers & attendees.

1.Who can provide a budget code? How should the venue's space for the event? 4. What are the technical requirements? 5. How to document catering*** 8. To design programme advertised: 10.Call for

* It often the case that only one person can be named as the Lead Applicant on funding application form, therefore in collaborative it is important to define everyone's role.

CONFERENCE

STARTER KIT

** To research who to contact within the school and research or docotral school (i.e Julie Carr if AHRC funded and a PhD student)

*** to consider allergies or other

http://reframe.sussex.ac.uk/mediamorphosis/resources/toolkits/