

EVENTS & ENGAGEMENT FUNDING GUIDANCE

The Events and Engagement seed funding supports three main activities to generate impact aligned to the Institute's aims and challenges:

1. Academic events
2. Event sponsorships (external to the Institute)
3. Public engagement events or activities / products

A steering group meets four times a year to review applications. They provide advice and guidance on funding and approval, with the support of the Events team. Once an application has been approved, an Events Coordinator will be assigned to work closely with the applicant(s) to develop a plan.

This document outlines some key terms and guidance for completing the application form(s).

Please note that due to the number of applications received, it is not always possible to approve all applications, however clear feedback will always be given.

Terminology and responsibility

Content lead: Usually the applicant, the person or group responsible for the agenda content of the event, sourcing speakers and identifying the level of specialism to attend.

Event Coordinator: Responsible for organising the event (or sponsorship) working closely with the content lead.

Outcomes: What happened as a result of the event or activity. Content leads are required to complete a post event outcome form to capture scientific and real-world outcomes.

Sponsorship: Funds transferred to an external organisation, in which the Turing will be a named sponsor.

Before completing the application form

There are three template application forms. In order to ensure fair and robust decision making, applications are requested to be endorsed by either a Turing Fellow or a Programme Director. Please also ensure you have considered the following:

- Title and explanation – it's important to be able to explain the content for a public audience, even if it will be a specialist workshop
- Outcomes – It should be clear at the beginning what you desire to achieve. For example, a scoping workshop is by definition broad, but its purpose is still defined.
- Audience – Who is the desired audience – any further information is welcome
- The significance / context for your research field
- The rationale for running the event with the Turing and its relationship to the [Institute's aims](#) and [research challenges](#).
- How equality, diversity and inclusion can be considered within the event

Submitting your application and next steps

You should download the relevant application from the Turing website or, if you are a Turing researcher, on our intranet, [Turing Complete](#). Once you have filled in the application form, ensuring you have the endorsement of a Turing Fellow (can be yourself) or a Programme Director, please submit this to events@turing.ac.uk by the advertised deadline.

Once your form has been received by the Events team, they will then add supporting information, based on your application, for the steering group to consider. For example, this could be proposed dates based on availability and a more detailed estimate of costs. Or other suggestions that may add value to the overall purpose, such as a public element.

Guidelines / important information

We would suggest the following guidelines as approximate costs:

Itemised costs	Approximate cost
UK Travel	Up to £200
International Travel (Europe – ROW)	£300 - 900
Central London accommodation	Up to £130
Institute catering, per person per day (2 breaks and lunch)	£40
External venue hire per day including catering (London)	£100 per person

- Typical event costs are £4,000 for a 1-day event of 80 people with two speakers and no evening event such as a drinks reception.
- A drinks reception is usually £10 per person.
- The Institute maximum capacity is 80 people.
- Events can source an external venue but at a higher cost (as above)
- If you can source sponsorship to cover some cost, or comfortable with us doing so, please note this in your application.
- Please consider whether your event needs to be in London or could be held elsewhere, in support of UK geographical diversity.
- Travel and subsistence can be offered to attract high profile speakers or to widen participation – but not to all participants automatically.
- The expectation is most participants will make their own way to an event
- Costs can be reduced by limiting the duration of an event
- The Institute's venue hours are 10:00am – 6:00pm
- See [here](#) for a list of our event policies on code of conduct and children
- Only speakers travel expenses are paid unless there is an extenuating circumstance or budget