

**CONFERENCES AND SYMPOSIA: FUNDING REQUEST FORM**

***This form must be completed for all Conference or Symposium funding requests and must be submitted to*** [***research@leeds-art.ac.uk***](mailto:research@leeds-art.ac.uk)***. Please inform your line manager to ensure that there are no timetabling conflicts***

# **Application process**

Applications can be made for funding for hosting a conference or symposium at Leeds Arts University through this form by any Research Pathway members of staff. This process consists of several stages:

1. Check the timetable for the availability of possible rooms [on the CELCAT calendar](https://timetable.leeds-art.ac.uk/).
2. Fill out this form (Conferences and Symposia: Funding Request Form) and submit to the research office via [research@leeds-art.ac.uk](mailto:research@leeds-art.ac.uk). Please ensure that you amend the accompanying risk assessment with any risks specific to your event which are not addressed by the template.
3. The Head of Research will consider your funding request, and will either approve or not approve the request in principle.

The research team will forward the risk assessment to the Risk & Safety team and will notify you of any amendments needed.

1. When you have been notified that the project has been approved in principle, please fill in the online [room booking form](https://forms.office.com/pages/responsepage.aspx?id=V6OSmINmz0eagsgPkNl79a8hcdJT7UBOoXxUNPeACCpUMTlLSkdGSFVYOUtENEk1MDkxWDBPWDJFRS4u).

We would recommend that you complete and submit the paperwork well in advance of your event in order to leave time to attain approvals and coordinate resources. This timescale needs to be a minimum of 6 weeks prior to the event, but could be to up to 1 year depending on the scale/complexity of your proposal.

Please note **no Conferences and Symposia requests have been approved until you have received written approval notification from the Research Department.** If you would like a progress report on your application please contact the [Research Coordinator](mailto:%20research@leeds-art.ac.uk).

# **Event Details:**

|  |  |
| --- | --- |
| **Event Title** |  |
| **Name of Corresponding Researcher(s)** |  |
| **Dates(s) and time of event**  *(ensuring that it does not conflict with your teaching hours)* |  |
| **Preferred campus location of event and rooms/areas proposed to be used**  *(eg. Locations: Blenheim Walk, Vernon Street or Rossington Street. Rooms: auditorium, G03/G04 etc)* |  |
| **Description of the proposed conference/symposium** *(maximum 300 words)* |  |
| **Timetable of event content**  *(Please provide a timetable for your conference/symposium. Please confirm your preferred method of delivery e.g. online, face-to-face, hybrid etc.)* |  |
| **Objectives & Outcomes**  *(please confirm the symposium/conference objectives and expected outcomes)* |  |

# **Considering Risk, Safety and Ethics**

|  |  |
| --- | --- |
| **Please confirm that you will complete and submit a** [**Room Booking Form**](https://forms.office.com/pages/responsepage.aspx?id=V6OSmINmz0eagsgPkNl79a8hcdJT7UBOoXxUNPeACCpUMTlLSkdGSFVYOUtENEk1MDkxWDBPWDJFRS4u) **within a minimum of 6-weeks of the event (longer for larger conferences and symposia)** |  |
| **If appropriate is there a completed** [**Research Ethics Form**](https://apps.powerapps.com/play/e/default-9892a357-6683-47cf-9a82-c80f90d97bf5/a/381a0ce5-a861-43a5-9be1-f599dfa8ed7e?tenantId=9892a357-6683-47cf-9a82-c80f90d97bf5&hint=b2cca33c-10e1-4c59-a1c2-d3daaae66ed8&source=sharebutton&sourcetime=1702554400870) **with regards to this request? If so, please provide the form code (eg. LAUXX123456)** |  |

# **Costs**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of cost** | **Details** | **Costs** | ***Please delete as appropriate*** |
| **Costs for external speakers**  *(please include number of speakers)* |  |  | Actual/estimate |
| **Travel costs for external speakers**  *(if speakers are located within the Leeds area this is not provided)* |  |  | Actual/estimate |
| **Catering** |  |  | Actual/estimate |
| **Student Ambassadors** |  |  | Actual/estimate |
| **Accessibility requirements costs**  *(eg. BSL translator)* |  |  | Actual/estimate |
| **Materials** |  |  | Actual/estimate |
| **Any other expected costs**   *(please provide details)* |  |  | Actual/estimate |
| **TOTAL COST** |  | | |

# **Next steps for event organisers**

Following approval of this form and the risk assessment below, you must complete a [Room Booking request.](https://forms.office.com/pages/responsepage.aspx?id=V6OSmINmz0eagsgPkNl79a8hcdJT7UBOoXxUNPeACCpUMTlLSkdGSFVYOUtENEk1MDkxWDBPWDJFRS4u)

# **For Head of Research to complete** Approved in principle Yes No

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| **If declined, please provide reason** |
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| **Supported by Head of Research** |  | **Date** |  |



**Risk Assessment**

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| --- | --- | --- | --- |
| **Assessors Name:** |  | **Date:** |  |
| **Activity:** | Conference/Symposium | **Next review date:** |  |

|  |  |  |  |  |  |  |
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| **Hazards & Risks** | | **Control Measures** | | **Action Plan** | | |
| Identify the Hazards? | Who might be harmed and  how? | What is already being done? | Further action is required? | Who? | Target? | Complete |
| RISK & SAFETY | Staff, students, and public | All activities carried out in accordance with LAU’s Risk & Safety policies: <https://portal.leeds-art.ac.uk/health-safety> |  |  |  |  |
| FIRST AID | Staff students, and public:  Delayed assistance for accident/injury. | First aid trained member of staff on-hand at the event.  If necessary, alternative first aider can be contacted at Reception.  First aid box present and fully stocked. | Fully automated defibrillator located at reception for use where heart attack is suspected. |  |  |  |
|  |  |  |  |  |  |  |
| SUPPLYING FOOD AND DRINK | Staff, students, and public:  Food related illnesses. | All food supplied for any University event must comply with Hazard Analysis & Critical Control Points (HACCP).  No alcohol will be allowed at the event other than that supplied by the University. | Student ambassador team will control supply of refreshments.  Food supplied by Dot the Lions, no HACCP necessary |  |  |  |
| THEFT/SECURITY & POST EVENT SECURITY | Staff, students, and public:  Injury from attack, theft, locked in building, building damage and fire. | BSOs to check toilets and building to ensure all parties have left.  Security may be required for the event. BSO will be present patrolling the floor.  BSOs to ensure all visitors have vacated building post 7pm. | Staff to be mindful of suspicious behaviour/packages (not part of event). |  |  |  |
| WET FLOORS | Staff, students, and public:  Injuries from slips, trips and falls. | Cleaner will be available to clean up spillages and ensure that floors are fully dried before reopening the route.  Ensure arrangements are in place for clearing up and safely disposing of any litter | Temporary wet floor/cleaning warning signs in displayed until area has been cleared/or has dried. |  |  |  |
| UNACCEPTABLE/DISORDERLY BEHAVIOUR | Staff, students, and public:  Violence | Zero tolerance on the use of illicit substance and misuse of alcohol. Supply of alcoholic drinks limited to two drinks per person. |  |  |  |  |
|  |  |  |  |  |  |  |
| ACCESS/EGRESS | Staff, students, and visitors. | Strategically positioned supervision.  Number of attendees within the capacity of the room requested/booked.  Adequate space, circulation routes and emergency exits.  Designated entrance and exit points.  Adequate numbers of staff supervising.  Ramp and lift access to be clearly marked out to be made known to members of staff and the public. |  |  |  |  |
| SPILLAGES | Staff, students, and visitors:  Slip, trip and fall | Any spillages will be cleaned up immediately and warning signs used as appropriate.  Exhibits to be strategically positioned to not cause a trip hazard. |  |  |  |  |
| EMERGENCY/FIRE PROCEDURES | Staff, students, visitors. | Clear routes kept to fire exits in the gallery.  Research team to direct visitors to fire exits and fire points.  Emergency and fire procedures followed. | The event organiser is aware of the escape/exit routes in the event of an emergency, and will ensure other members of staff supervising the event are aware of the routes.  The event organiser will familiarise themselves of the routes again before the event. |  |  |  |
| MANUAL HANDLING | University Staff  Risk of injury from improper manual handling | All manual handling carried out in accordance with HSE’s Manual Handling Operations Regulations (1992) | Take appropriate steps to provide any employees who are undertaking any such manual handling operations  with general indications or precise information on:  The weight of each load, and the heaviest side of any load whose centre of gravity is not positioned centrally. |  |  |  |
| USE OF AV EQUIPMENT (TVs, computers, sound equipment) | Staff, students, and visitors. | TVs will be handled only by trained staff.  All AV equipment that requires plugging in has up to date PAT testing stickers  Any cabling will be fitted in low/ no traffic areas and appropriately |  |  |  |  |