Co-sponsorship of events

As well as organising their own meetings, groups may from time to time identify an event being organised by another society or institution – or be approached by another organisation – and decide that they wish to co-sponsor the event to benefit their own members.

This sponsorship tends to fall into one of three types;

Type 1:
A simple arrangement whereby the group agree to advertise the event to their members in return for being listed as a co-sponsor and the group name / logo being listed on the publicity material for the event. There is no financial commitment and the group may or may not be involved with the development of the meeting programme.

Type 2:
The group agree to sponsor the meeting, both advertising the event to their members and by making a financial contribution but are not directly involved with the organisation of the event.

Type 3:
As for Type 2 but the group plays a substantial role in the organisation of the meeting.

Guidelines for co-sponsorship arrangements

1. *All* types of co-sponsorship must involve the group being mentioned in the meeting publicity and IOP members being entitled to any reduced registration fee offered.

2. For type 2 sponsorship groups are asked to think very carefully before offering financial support. Committees should be in agreement that there is a genuine benefit to their group members above and beyond the simple of lowering of registration fees. Consideration should also be given to what happens if the meeting makes a profit. This type of subsidy should be the exception rather than the rule.

3. For type 3 sponsorship there must be a genuine input from the group into the meeting. Again, groups are asked to give consideration to what happens if the meeting makes a profit. The default position should be that the money is returned to the Institute. It is not acceptable for the net result of a sponsorship agreement to be the transfer of money to another organisation.

4. Exceptions may be made for major international conferences that come to the UK or Ireland. Groups are strongly encouraged to talk to the Conference Office at an early stage and discuss any additional arrangements with the Groups Committee.

5. Sponsorship should generally be lower than the guideline amounts for group subsidy of our own meetings. NB if multiple groups are co-sponsoring the same meeting, the guidelines relate to the overall contribution, not the contribution from each group. Any group that wishes to offer co-sponsorship exceeding these guidelines must make a case to the Groups Committee before doing so.
6. Groups should not normally use co-sponsorship as a replacement for organising their own meetings.

**Sponsorship of group events**
There is a fourth type of co-sponsorship which relates to the co-sponsorship of group organised events (whether self-service meetings or organised in conjunction with the Conference Office) whereby the group is seeking external sponsorship. As a minimum the external organisation should help to publicise the event and groups should offer to include the sponsor’s logo on publicity material.

All co-sponsored meetings should be listed in the annual activity report.

**Promoting co-sponsored meetings**
Co-sponsored meetings should be advertised to group members via email and be listed on the group’s online calendar. Please contact the Science Support Office to arrange this.