

Sponsorship and promotion of other group and external events

Sponsorship and promotion of events organised by external organisations

As well as organising their own meetings, groups may from time to time identify an event being organised by another institution or be approached by another organisation and decide that they wish to sponsor the event to benefit their own members. External events will be those not using one of the two conferences services. This sponsorship tends to fall into one of three types;

Type 1

An external organisation organised the event; there is no financial input from the group

Type 2

An external organisation organised the event; the group provides only financial support but has no further involvement in the organisation of the meeting.

Type 3

An external organisation was the lead organiser on the event but the group were also involved e.g. had input into the organisation and the scientific content/programme. Financial support may or may not have been given.

Sponsorship and promotion of group events

Type 4

Events organised by another IOP group (whether self-service or full conference management service) which your group supported financially but were not involved in the organisation.

Guidelines for sponsorship arrangements

1. In all cases, in return for publicising the event to IOP members, groups should ensure that they are listed as a sponsor. This would usually include the group logo being displayed on all meeting publicity. IOP members may also be entitled to any reduced registration fee offered.
2. For **type 2** sponsorship groups are asked to think 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.
3. For **type 3** sponsorship, there must be a genuine input from the group into the meeting e.g. development of programme and identifying and inviting speakers.
4. Sponsorship should generally be *lower* than the guideline amounts for group subsidy of our own meetings. If multiple groups are sponsoring the same meeting, the guidelines relate to the overall contribution, not the contribution from each group.
5. Groups should not normally use sponsorship as a replacement for organising their own meetings.

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Promoting sponsored meetings and annual report

Sponsored meetings that have a financial contribution should be advertised to group members via email and be listed on the group's online calendar. Sponsored meetings with no financial contributions should be listed on the group's online calendar.

For more information on this, please complete the [email request to group membership](#) form. Groups can add details of the events that they sponsor to their group calendar online at www.events.iop.org. Steps for creating an event can be found here: <https://institute-of-physics.github.io/IOP-docs/>.

Type 1, 2 and 3 sponsored events should be listed in the annual report under events organised by external organisations. Type 4 sponsored events should be listed under supported IOP meetings.