

Conference subsidy

Many groups use their funds to subsidise meetings, ranging to half-day or evening events to multi-day conferences. You can find below the current guidelines on the level at which group meetings may be subsidised.

These figures will be used by the Groups Committee when reviewing annual funding requests.

Guidelines

The suggested figures for subsidy of a meeting organised by a single group are;

- For half-day meetings up to £500
- For one-day meetings* up to £1000
- For multi day conferences, £1,000 for the first day plus £500 for each additional day

In the event that more than one group wishes to organise a joint meeting the recommended maximum subsidy will be increased by 50%. In this case, the suggested figures are;

- For half day meetings up to £750
- For one-day meetings* up to £1500
- For multi day conferences, £1500 for the first day plus £750 for each additional day

*One day covers any meeting taking place within a 24 hour period, i.e. an event taking place on one day or taking place over two consecutive half days.

Any group wishing to exceed the maximum figure will be expected to make a reasoned case to the Groups Committee for the exception. Subsidies must not be used as contingency; in other words, as far as possible budgets should be drawn up to break even, including any subsidy.

Internal and external events

Internal

Internal group organised events are now defined as those using either of the two conferences service e.g. self-service or full conference management service.

Using the conference service ensures accurate data is collected and therefore the annual reports should be less time consuming for group officers, it should also take some of the burden of event organisation from the groups and ensures they are marketed in accordance with IOP branding and to members.

External

External events will be those events not using the conferences services and are usually events organised by external organisations

For information on this, please see [conferences guide and sponsorship and promotion of other group and external events](#)