

General Fund

The IOP has agreed to continue to hold a General Fund, which groups are strongly encouraged to call upon, should their activity require additional financial support, particularly for events organised jointly with other IOP groups.

It is suggested that groups, while always monitoring spend; particularly review their expenditure around the first half of the year, when they will have a better idea of forecasted spend for the remainder of that year, before applying to the general fund.

The financial help we can provide is outlined in the conference subsidy guidelines on the next page, in the event that more than one group wishes to organise a joint meeting the maximum subsidy will be increased by 50%.

If you wish to apply to the general fund, please speak with your Groups & Awards Officer in the first instance. If your application is successful it is assumed that you will use one of the two conferences service e.g. self-service or full conference management service to capture registration information and display group branding.

General Fund application

Name	
Group	
Amount requesting	
Was the amount requested on your 2020 budget request?	
Is there a confirmed date for the event? If so, when?	
Is this event organised by the group?	
Is this event being organised by multiple groups? If so, which groups?	
What will the amount requested be used for?	
Is there an agenda/topic programme for the event?	
How will the event benefit group members?	

Suggested figures

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 £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.