

Procedures for Organising a University Conference or Event

This document clearly sets out the procedures that should be taken when Liverpool Hope University staff consider organising an internal conference or event.

As soon as a proposal is conceived, it is of greatest imperative that the organiser seeks faculty approval, and have consent from the department Dean. **It is essential that permission is granted prior to making a booking with the Conferencing and Events Team.**

Once approval is granted, the organiser will need to arrange a meeting with the Conferencing & Events Team to discuss what is available/suitable for the conference programme.

The meeting will provide an opportunity to communicate:

- Preferred event date
- Start time and expected end time
- Contract minimum (the minimum number of guests guaranteed to attend your event).
Please be realistic when reserving spaces, as a shortfall in numbers will result in the Conference Team being unable to secure other business.
- Space requirements (room layout, number of delegates, and the number of breakout rooms)
- The number and type of bedrooms required each evening
- Catering requirements - breakfast, lunch, refreshments, evening meal (served, self-service, buffet), drinks receptions etc.
- AV Requirements - flipchart, data protection, screen, audio visual support.

Subsequent allocation of a faculty administrator is mandatory, in order to conduct the administration of the event. Thus, the organiser will need to speak to their faculty executive officer to ensure an administrator is in place. Subsequently, the faculty administrator will have access to the online store system. In addition, they will receive training to allow them to run reports, and deal with conference-related queries.

Please note: If any external funding has been received for the conference, or the conference requires an additional project code outside of the faculty budget codes available, you will need to speak to the Projects Office, and follow the Projects accounting procedure.

If attendance of the conference requires a fee from delegates, a nominal code, cost centre and project code must first be in place. If the conference is free to attend, no financial codes will be necessary. If the conference is free to attend, no financial codes will be necessary when hosting the item on the online store. However, if the conference/event is free of charge for delegates to attend the organisers/faculty administrators will still be required to contact the projects team if receiving external funding to cover the costs.

Cost Centre and nominal codes must be confirmed with the Conferencing and Events Team to ensure that a journal transfer can be arranged in a timely manner.

Once the financial information and conference programme is finalised, the Online Store is the adjacent point of call. The Online Store provides an international booking and payment platform; allowing conference delegates to pay and register their attendance.

We advise that the organiser familiarise themselves with the Online Store Information Page held on the University website for further details on both the capabilities of the store, and the format in which to submit a product. However, the previously designated faculty conference administrator will be provided with access and training for the store.

Conducive to **Conferencing and Events T&C's**, the designated faculty conference administrator will be responsible for confirming final numbers (residential, non-residential, and any special requirements) with the Conferencing and Events representative. **Please be advised that it is not the Conferencing and Events representative's responsibility to liaise with the Online Store, nor collate any information from the Online Store.**

You should have now assembled your conference/event.

To ensure efforts are worthwhile, publicise the event. Employ all methods: Email, social media, postal mail, and signage. The Hope Bulletin may be an appropriate advertising method. As regards to conference signage, the Conferencing and Events Team can offer their support with any registration, or directional signage needed for your event.

Throughout the duration of the event, please remember communication with the Conferencing and Events Team is paramount. Team members will be able to offer assistance and advice with who to contact for accommodation, catering, or technical support needs.

Liverpool Hope University's Conferencing and Events Team would like to take this opportunity to thank you for booking, and wish you all the best for an enjoyable and successful conference/event.

Contact Details

Conferencing and Events Team

Telephone: 0151 291 3405/3229/2147

Email: conferences@hope.ac.uk

Projects Office

Telephone: 0151 291 3867

Email: dalbyk@hope.ac.uk

Online Store

Telephone: 0151 291 3833

Email: store@hope.ac.uk