Satellite Event Organiser Pack

This organiser pack provides guidance and funding parameters for running satellite events alongside academic conferences. These events are designed to enable remote and distributed participation while maintaining strong alignment with the main conference.

1. Satellite Event Parameters

Organisational Parameters

- Clearly align branding with the main conference and ensure listing on the official website.
- Coordinate scheduling with the main programme and provide access to key sessions.
- Support flexible formats such as viewing hubs, workshops, and hybrid sessions.
- Offer accessible registration, including low-cost options.
- Secure a suitable venue (e.g., a conference hall or lecture theater) that is available for the duration of the event.
- Provide sufficient seating to accommodate expected participants. If attendance is unpredictable, consider securing additional overflow rooms.
- Consider implementing a registration system to estimate attendance.
- Advertise the event within your local community, including details on location, dates, and times.

Content & Engagement

- Integrate core conference content (e.g. keynotes).
- Encourage local programming and diverse speakers.
- Enable two-way participation using appropriate platforms.
- Provide asynchronous access to recordings and discussions.
- Organize discussion groups or breakout sessions to encourage engagement and reflection on the streamed presentations.

Community & Networking

- Include informal networking opportunities.
- Organise mentoring or meet-the-speaker sessions.
- Collect feedback and share outputs with the main conference.
- Arrange for refreshments and possibly meals to enhance the experience for attendees.

Technical Requirements

- Ensure strong AV setup and internet connectivity.
- Provide accessibility features such as captions.
- Document and report event outcomes.
- Ensure the venue has the necessary telecommunication capabilities to receive the ICRA video and audio stream.
- Verify that the stream can be projected onto a large enough screen for clear visibility.
- Ensure the venue has an appropriate audio system for optimal sound quality.

2. Eligible Expenses

- Technology & Equipment: venue hire, AV equipment, internet upgrades, livestreaming, technical staff.
- Speakers & Facilitators: honoraria, travel, accommodation, moderator fees.
- Catering: refreshments and light meals.
- Community Activities: networking materials, signage, printing.
- Accessibility: captioning, interpretation, childcare, travel bursaries.
- Tools & Platforms: virtual event software, engagement tools.
- Documentation: photography, video editing, reporting materials.

3. Ineligible Expenses

- Alcohol
- Staff salaries or overheads
- Non-essential equipment purchases
- Gifts or personal items
- Duplicate funding of the same cost