

Organising Conferences and Workshops at the BGHS

Organising and managing academic conferences and workshops is an important experience for young researchers entering the academic world. For this reason, the BGHS offers members financial support to this end. The BGHS explicitly welcomes third-party funding of academic events, as the acquisition of external support is a further skill important to any academic or scientific career.

Conferences or workshops should relate to current discussions in the researcher's area and promote exchange between doctoral candidates and highly regarded researchers on the national and international level.

BGHS co-financing of workshops (up to 2,000 euros) can only be granted under the following conditions:

- The BGHS is named as sponsor in all conference or workshop outreach and the BGHS logo is on all public relations material.
Use of the BGHS logo must first be approved by the main office.
- The conference/workshop must be open to all members of the Graduate School. The thematic interests of BGHS doctoral candidates should strike an appropriate balance to the financial assistance applied for.
- Organisation of the event should not jeopardize timely completion of the organiser's dissertation. No events should be organised in the final year of study, which is to be devoted to writing a dissertation.

1. Important information regarding BGHS financial support

1.1. Catering

Please take note that BGHS financial support may not be used for catering, meals at restaurants, etc. The BGHS only covers the cost of coffee, tea, and water (provided by, for example, the *Studentenwerk*). Any further catering costs must either be passed on to participants (conference fee) or paid for by external support (for example a Hans Böckler Foundation grant).

1.2. Public relations material

The BGHS will cover printing costs for programs, posters, and flyers as long as they are printed by Bielefeld University's central printing office (*Zentrale Vervielfältigung*). Templates for posters and programmes are available from the BGHS and may be used as desired. The BGHS student assistants will be happy to help you.

The BGHS can also provide information material, writing pads, pens, and conference folders. These may be requested and picked up from the student assistants. The organizer/s is/are responsible

for the content of the folder. The BGHS also has a template for name tags. The tags themselves can also be picked up from the student assistants.

1.3. Costs of travel and accommodation

Participants who are not BGHS members can be reimbursed for the cost of their travel to and from events. The German Federal State Travel Reimbursement Act applies (*Landesreisekostengesetz*; stipulations include reimbursement only for public transportation, second class train travel or, if necessary, economy class flights). An application for reimbursement including the original tickets should be sent into the BGHS office after the event. Hotel rooms (for keynote speakers for example) or rooms in the *Studentenwerk* student guest house/guest flats (for other participants) should be reserved beforehand and will be paid by the BGHS office after the event. The organizer/s is/are responsible for reserving accommodations (after consultation with the student assistants or Ms Eleonora Wagner, the BGHS head of administration).

1.4. Speaker fees

Only external speakers who are not employed by Bielefeld University and are not members of the BGHS, etc may be remunerated. The BGHS reserves the right to review whether compensation is reasonable. Only the BGHS office has the right to confirm compensation amounts. Speaker fees can only be paid if a speaker's contract is signed before the event. Payment can only be made after the talk has been given, therefore after the conference or workshop. Please discuss the details with the head of administration, Ms Eleonora Wagner.

1.5. Publications

Publication of event results is not financed by the BGHS. It may however be possible to publish contributions in the BGHS journal, *InterDisciplines*. For more information, please contact *InterDisciplines* editor-in-chief, Sabine Schäfer.

1.6. Website

The BGHS is happy to publish CFPs on its website under "News." An independent website will not be created. For questions about BGHS homepage format, please contact Mr Frank Leitenberger, technical support, at an early date.

1.7. Organisation and Management

Doctoral candidates themselves are responsible for the organisation and management of events. This includes booking venues and accommodations and all advertisement of the event. As a rule, the student assistants are not available to help in these efforts.

Please make sure to contact chief financial officer Ms Eleonora Wagner early on with any and all unanswered questions about financing events and settling accounts.

2. Applications for financial support

Applications can be made at any time. However they must be handed in to the BGHS office at least six months before the planned event.

The application must include the following (max. 10 pages):

1. Applicant(s)
2. Topic of the conference/workshop including thematic concept
 - State of research
 - Main questions
 - Aim
 - Target group
3. Preliminary list of speakers
4. number of expected participants (if possible split between external participants and Bielefelders)
5. Call for papers
6. Information on possible cooperation partners and/or on co-financing options
7. Detailed budget (see under 1 above and sample budget below)
8. Ideas for dissemination and outreach



Sample budget

<p>1. travel costs external participants</p> <p>Journey from (German city), participants 1 and 2 (see list of speakers) 2x___ euros (return trip)</p> <p>Journey from (international city), participant 3 1x___ euros (return trip with Bahncard 50)</p> <p>Journey from (international city), participant 4 1x___ euros (return trip with Bahncard 50)</p> <p>Journey from ??? , participants 5, 6 and 7 3x___ euros (estimated sum, return trip)</p> <p>Total travel costs:</p>	<p>_____ euros</p> <p>_____ euros</p> <p>_____ euros</p> <p>_____ euros</p> <p>= _____ euros</p>
<p>2. Costs for accommodations of external participants in student guest house</p> <p>7 people x ___euros/night</p>	<p>_____ euros</p>
<p>3. Costs for tea, water, and coffee</p> <p>x people x ___euros</p>	<p>_____ euros</p>
<p>4. ...</p>	<p>_____ euros</p>
<p><u>Total costs:</u></p>	<p>_____ euros</p>