

# Philosophy of Education Society of Great Britain

## Funding and Expenses Guidance for Branch Meetings and Conferences (April 2019)

### **Branch Meetings**

For Branch Meetings, the Society will cover the cost of:

- Speakers' return standard travel within the UK (prior agreement should be sought for international speakers)
- Speakers' overnight accommodation for one night
- A meal before or after the meeting for speakers and the branch secretary/ies (not for all attendees)
- Light refreshments at the meeting (i.e. tea, coffee and biscuits)

Expenditure guidelines for the above are as set out in the [Expenses Claim Guidance](#) document. Please refer to this document when making judgements on booking hotels and restaurants.

Branch Meetings entail invited speakers. Meetings tend to comprise of one invited speaker, however it is possible to invite more than one, particularly if meetings are held infrequently, with prior agreement of the Secretary or Treasurer.

If the cost of a Branch Meeting is likely to exceed £300 per person, please seek the advice of the PESGB Secretary before confirming bookings.

The Society will not normally pay room hire costs. It is expected that Meetings will be held in branch secretaries' home institutions, in rooms to which they have access without charge. Any room hire costs should be agreed in advance with the Secretary and Treasurer.

Branch Secretaries are encouraged to convene at least one Branch Meeting per year catered specifically to practising teachers.

### **Branch Residential Conferences**

Occasionally, branches will host larger conferences or symposia e.g. 1-2 day events.

For Branch Residential Conferences, the Society will cover the cost of:

- Invited speakers' travel, accommodation and meals
- Branch secretaries' travel, accommodation and meals

in accordance with the Expenses Claim Guidance referred to above. Prior approval should be sought if total costs are expected to exceed £600.

It is expected that delegates at branch residential conferences will be charged a conference fee sufficient to cover the cost of their own accommodation and meals. Typically the administration of this will be undertaken by the host institution, not the PESGB.

Subject to prior agreement, the Society will normally meet the travel expenses of one international speaker at a branch residential conference.