

Philosophy of Education Society of Great Britain

Funding and Expenses Guidance for Branch Meetings and Conferences

Branch Meetings

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

- Speakers' return standard travel within the UK
- Speakers' overnight accommodation for one night
- A meal before or after the meeting for speakers and the event chair (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, with the prior agreement of the Secretary or Treasurer, it is possible to invite more than one, particularly if meetings are held infrequently.

If the cost of a Branch Meeting is likely to exceed £300 per speaker, please seek the advice of the Treasurer or 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 practicing educators.

Branch Residential Conferences

Occasionally, branches will host larger conferences or symposia e.g. 1-2 day events. Where a branch is considering such an event, the branch secretary should agree a budget with either the Secretary or the Treasurer.

The Society will normally approve one overseas speaker for a residential conference, subject to funds being available in the annual budget. It is recommended that you have an early conversation with the Treasurer or the Secretary.

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

- Invited speakers' travel, accommodation and meals
- Branch secretaries' travel and meals and, where necessary, accommodation.

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.

Overseas speakers

Prior approval must be sought from the Treasurer or Secretary before confirming invitations to overseas speakers.

Normally, invited speakers' travel costs will only be covered for UK travel and where the costs of an overseas speakers' travel are commensurate with UK travel (e.g. when they are travelling from neighboring countries). Where the costs of an overseas speaker are similar to UK travel then approval will normally be given.

In exceptional circumstances, additional funding may be available to cover more expensive travel costs (e.g. when a speaker is coming to the UK to fulfil a number of engagements with the Society, or where the costs of the speaker are shared with one or more other institutions). Please talk to the Treasurer or Secretary as early as possible to discuss the possible invitation.

Branch Secretaries are reminded that the Society has a Zoom account, and online seminars may be an effective way of engaging with an overseas speaker. If you would like to use the Zoom account, please contact the office (pesgb@sasevents.co.uk).

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