



WOLFSON COLLEGE

ACADEMIC CONFERENCE AND SEMINAR ACCOUNT

This account has been established to support workshops, conferences, colloquia, lectures and seminars organised by Fellows and Students of the College, which will be held for the most part at Wolfson.

In cases where the exact number of delegates is known, the Governing Body has agreed an amount based on £10 per day, per delegate, up to a maximum of £600 per application. Open meetings and lectures where numbers of attendees are unknown may also receive support up to a maximum of £600 per application.

All applications will be approved subject to budget, and it is expected that external funding will also be sought. Funds may be spent as required by the convener, e.g. for catering, guest rooms, travel expenses, etc.

HOW TO APPLY

Applications should be made in writing to the College Secretary. The application should explain the purpose and timing of event and the expected number of delegates. To qualify for the £10 per day per delegate rate, a list of participants should also be included.

Applications from **Graduate Students** must include a supporting letter from a Governing Body Fellow. All successful applications will be reported to Academic Committee.

Please note that it is the responsibility of the convener to confirm the availability of rooms through the Events Office, who should be asked to send any invoices to the College Secretary (college.secretary@wolfson.ox.ac.uk) for approval against the Academic Conference and Seminar Account once the level of allocation has been confirmed. Once all funding has been allocated, no further funding can be granted from the Academic Conference and Seminar Account.

CHECKLIST

1. Contact the Events team to check whether your proposed event can be booked.
2. Compile an application to the Academic Conference and Seminar Account, noting:
 - a. purpose of the event
 - b. date and time of the event
 - c. expected number of delegates (if known)
 - d. list of participants (if known) and budget plan
 - e. level of funding requested and other funding applied for
 - f. letter of support from GBF (Graduate Students only)
3. Apply to the College Secretary (college.secretary@wolfson.ox.ac.uk).

Please direct any queries to the College Secretary, Luke Jackson-Ross, either by emailing college.secretary@wolfson.ox.ac.uk, or by telephoning 01865 (2)74103.

ACADEMIC CONFERENCE AND SEMINAR ACCOUNT
ACSA APPLICATION FORM

Your name	
Your college status* (e.g. GS, RF/JRF, SF, GBF)	
Date and time of the event	
Purpose of the event (Before applying for funding support, please make sure you have contacted the Events Office at events@wolfson.ox.ac.uk to check that your event booking will be possible)	
Expected number of delegates (if known)	
List of participants and budget plan (if known)	
Level of funding requested from the ACSA and any other funding which has also been applied for	

**Graduate Students must also provide a supporting letter from a Governing Body Fellow.*

Please return your completed application form to the College Secretary (college.secretary@wolfson.ox.ac.uk).