

PSYPAG

PSYCHOLOGY POSTGRADUATE

AFFAIRS GROUP



the british
psychological society
promoting excellence in psychology

Workshop Guidance Notes

Postgraduate Focus

A PsyPAG sponsored workshop should be aimed specifically at postgraduates to enable skill development relevant to those completing postgraduate study. We also encourage inviting postgraduates to present at your workshop.

Content and Structure of Workshop

Workshops should have a clear purpose and focus. Please include in your application the following:

Proposed workshop title

**This can be amended at a later date*

Where is the proposed workshop planned to take place?

**For cost efficiency, we encourage applicants to hold in-person workshops at the BPS Offices (London/Leicester) or within a university-sponsored venue. This is because we want our budget to support as many events as possible. See Workshop Guidance Notes for information on venue.*

When is the proposed workshop planned to take place?

What is the overriding theme of the proposed workshop?

What are the specific objectives of the proposed workshop?

Outline of the intended content of the proposed workshop and a schedule for the day/days

Brief details of provisional speakers (including whether the speakers have been approached)

Publicity

Please give details of how you intend to advertise the workshop (e.g. Twitter)

Registration

How many delegates do you expect to attend?

How will delegates register for your workshop?

**Think about how you will keep track of who is coming. Make sure that the system you use is UK-GDPR compliant (i.e. a system approved by your University).*

Funding Partners

An applicant can apply for *up to £750 per event*. On your application, please indicate the amount PsyPAG is being asked to fund and where else funding is being sought. We strongly encourage applicants to ask for joint funding from another source (e.g. your university, a division/section of the BPS, or an employer). This is because we want our budget to support as many events as possible.

Budget guidelines

The Workshop Budgeting Form is to be used as a guide only. Please read the guidelines below for what could be included but note that each event is unique and will have additional items.

Remember to include all your costs and any expected income. This is key to your proposal. An incomplete budget submission will cause your application to be rejected so please ensure you have thought through all the potential costs prior to submission. *Please note that we are not able to cover costs that do not appear within the proposal once an application has been approved.*

- Include VAT where applicable. BPS cannot claim VAT nor is it exempt, so please ensure all figures that attract tax are VAT inclusive.
- Include a unit price as well as a total cost per item.

When developing your budget, the following should be borne in mind:

- How many delegates do you expect to attend?
- Registration must be free
- Are you providing catering?
- Are speakers being paid expenses, and to what limit? Often, speakers will volunteer their time, especially for postgraduate events. However, you may like to offer a token 'thank you' (e.g. voucher or gift). On the occasions where speaker fees are payable, *please note that the BPS is only able to pay speaker fees to those who are able to provide an invoice. We also only pay for travel expenses and accommodation expenses as needed, we are not able to reimburse subsistence costs (N.B. see BPS Expense Claim Form for travel expense guidelines)*. You will need speakers to complete a BPS Expense Claim Form and include receipts. It is your responsibility to collate these Expense Claim Forms if you have more than one speaker and submit them to the BPS. You must also as far as possible ensure these are accurate and correct.
- Room costs? IT expenditure? Unless exceptional circumstances make it impossible to do so, events should be held within university premises or BPS Offices (London/Leicester). BPS Office bookings include free tea/coffee, resources such as laptop, projector, flip chart etc. if required. Other catering will be chargeable.
- Are you giving people anything to take away with them (e.g. handouts), and how are these funded?

- Is there any other assistance expected (e.g. from your university department, BPS Division or Section)?
- Are there any other costs to be included?
- Is there any other info you can give us that would be useful?

Accessibility and Inclusivity

In your application, please make sure that you describe how you will ensure that your workshop is as accessible and inclusive as possible. PsyPAG is committed to an accessibility, equality, diversity and inclusion.

While there is no 'one size fits all' across workshops, consider the following questions in order to make sure your workshop is as accessible and inclusive as possible:

- Do attendees have the option to attend virtually/access a recording of the session?
- Will any slides or materials be provided to people to view before/after the event?
- Are all the fonts used consistent and clear?
- Does the building/room have accessible entry and toilets nearby?
- How will you encourage and facilitate attendance for minority/under-represented groups?
- Is any potentially triggering content signposted?
- Are there adequate breaks in the session for hydration, stretching, medications and toilet use?
- Is there enough space in the room for wheelchair access at tables?
- Is there a suitable sound configuration?
- Do any videos used have closed captions/subtitles, and/or audio description?
- Will there be guidelines on conduct throughout the session (e.g. safe space agreement, protocols for challenging discriminatory language etc.)?
- How will people travel to the venue (e.g. is there parking, adequate public transport links etc.)?

While it is not always easy to meet all of this criterium, every effort should be made where possible to include marginalised people in the workshop. With regards to disability specifically, other disabilities are invisible, and providing accessibility at the start can be easier all-round (see notes on COVID-19 and Social Distancing below). While it isn't possible to cater to everyone, as there is no 'one-size fits all', it is important to do what you can. You should ask attendees/interested attendees about their accessibility requirements prior to the event. Everyone is welcome in PsyPAG and this extends to our workshops and other activities.

COVID-19 and Social Distancing

Workshops should follow UK Government and BPS guidelines regarding COVID-19 health and safety measures. Although there are currently no restrictions in the UK, please be aware that individuals may still be vulnerable and will base their decision on whether to attend in person on the advertised health and safety precautions, so please make it clear whether and which COVID-19 health and safety measures will be in place for your workshop. This can include, but is not restricted to:

- Ensuring adequate ventilation

- Offering a virtual attendance option and limiting numbers of in-person attendees to allow adequate spacing between participants
- COVID-19 testing, use of face masks, disposable gloves, or other relevant Personal Protective Equipment (PPE). Will you require attendees to provide evidence of negative COVID-19 tests? Will you require attendees to wear masks, if so, how will this be enforced? Will attendees be expected to bring their own PPE, or will this be included in your budget?
- Ways in which you will communicate with attendees if scientific, medical, or government-led advice should change in the time leading up to your workshop.

Feedback

Please think about how you will measure the success of your workshop. Feedback forms from delegates can be a useful way of doing this. We are keen to promote PsyPAG sponsored workshops to as many people as possible and we need to know what works well and what does not.

Timescales

All applications received by the closing date will be sent to the Workshop Subcommittee for review. They may require some clarification and have questions or comments for you to resolve prior to your application being approved. They will provide you with feedback and ask you to reply to their comments within a week or so. Once this has been received the sub-committee will review your response. A decision will then be made as to whether we can fund all or part of the required amount, which you will be notified of by the advertised deadline.

Once your application has been approved

You will only be able to claim for the amount approved and no more than this.

PsyPAG will be happy to share details of your workshop on our social media pages. Send advertising details to the Communications Officer PsyPAGCommsOfficer@bps.org.uk.

Please claim all costs within 30 days of the date of your workshop taking place. Please see the BPS Expense Claim Form for the details on how to claim.

After your workshop

Please tell us how it went by *sending an e-mail to the Workshops Subcommittee Chair, pictures for our social media pages, and submitting a write-up to the PsyPAG Quarterly* (see [PsyPAG Quarterly information for contributors](#)).

Please help us to improve our Workshop Guidance Notes for other people who are thinking of applying.