

Guidance for Speciality Sections Co-ordinators when organising an event.

Version 7

Draft

Introduction:

Each BTS Speciality Section is encouraged to organise one or more scientific/networking events for interested BTS members (and non-members) each year. The Society allocates a budget to contribute to the running of such events and each Co-ordinator is advised of the amount available to them on the 1st January each year by the Honorary Treasurer.

The following guidance outlines some key points that, as a Co-ordinator of a Speciality Section, you should consider when planning an event. Note that events can be organised with or without the support of the BTS Secretariat, with the latter incurring a cost that needs to be considered in the budget.

Speak with the Chair of the Scientific Subcommittee (SSC):

Before embarking on any event it is important that the SSC Chair is made aware of your plans, so that they can check that there are no clashes with other BTS planned events.

If you are interested in the BTS Secretariat supporting the organisation of an event, the SSC Chair will also ensure that the Secretariat has sufficient resources to support it along with any other BTS events planned in the same period. The SSC Chair will then provide you with details of who to contact within the BTS Secretariat to advise on costs for their involvement in the proposed event. The BTS Secretariat will only respond to enquires once the SSC Chair has provided them with your contact details.

It is important that any events requiring support from the BTS Secretariat do not distract from preparing for the BTS Annual Congress. Hence, you are advised to avoid organising events that require BTS Secretariat support in the 3 months leading up to the Annual Congress, which is typically held in early/mid-April.

Think about your budget:

Whilst it is not necessary to provide a formal budget for approval prior to an event, it is important to remember that Speciality Section budgets should be at break-even at the end of each financial year (31st December). To achieve this you may need to find additional funding from external sources for your planned event, in addition to the annual contribution made by the Society.

Note that if a Speciality Section does not spend all of its annual Society contribution, or makes a surplus on this contribution, these funds cannot normally be carried forward year on year. Hence, the guiding principle should be to run events for the benefit of BTS members and the wider toxicology community, rather than to generate a budget surplus. However, events should not be run at a loss.

You should also speak with the BTS Honorary Treasurer so they can advise on whether any of the income from your event will have implications on the Society's VAT status.

Some points to consider when thinking about the budget for your event:

- For in person events, include costs for marketing, use of an attendee registration platform, venue rental, speaker expenses (see below) and catering, as necessary.
- For online/hybrid events, include costs for marketing, use of an attendee registration platform, webinar hosting and recording of sessions, as necessary.

- Can you access a venue free of charge through an agreement with a company/institution? If not, then the BTS Secretariat can help to identify venues with suitable location and capacity for your event.
- Speaker accommodation, travel and subsistence costs will only be paid following provision of relevant receipts and in line with the BTS Travel Policy. Please ensure that speakers are advised of what they can claim back and provide them with a link to the BTS Travel Policy (<https://www.thebts.org/wp-content/uploads/2022/10/Travel-Policy-without-the-claim-form-March-2024.pdf>).
- For in person events, please ask speakers to book their own accommodation and claim back the costs, to reduce the VAT liability of the Society.
- Any support for organisation of an event provided by the BTS Secretariat will need to be accounted for within the budget, so it is important to discuss requirements with them well in advance. Note that, if the BTS Secretariat will be asked to attend a venue to help with logistics on the day, this will incur additional accommodation, travel and subsistence costs for their staff which need to be factored into your budget.
- Will the event be free to all attendees, or will you charge a registration fee? If you are considering making the event free to BTS members and charging a fee to non-members, consider any logistical (and hence cost) implications of the BTS Secretariat verifying that attendees are BTS members.
- It is advisable to allocate a portion of your event budget for unexpected costs that may arise.
- If you plan to seek company support for your event, please note it is preferable to receive a donation* rather than a sponsorship. Any corporate sponsorship is liable for VAT and pushes the BTS towards the VAT threshold. A donation, on the other hand, is not liable to VAT.

**Sponsorship differs from a donation because it entails both parties receiving some sort of benefit from the agreement. For the corporate sponsor, this generally comes in the form of inclusion of the company's name and logo on event materials. Ensure that those providing financial support are aware that if this is a donation there will be no such benefits afforded to the donor. This is important as some companies may also be subject to VAT/tax on any sponsorships, whereas a donation is often tax exempt.*

Promoting your event:

You can leverage social media, email marketing, and traditional advertising methods to generate interest in your event. If this is to involve the support of the BTS Secretariat (e.g. sending an advert to the membership), their time and any additional resources will need to be included within the budget, as work on additional events falls outside of the core contractual hours. The BTS Communications Subcommittee may also be able to help you to reach wider networks.

Following your event:

Gather feedback from attendees, donors, sponsors, and the appointed secretariat, where applicable. Identify areas for improvement and celebrate your achievements. It is important that the Honorary Treasurer is sent the final income vs. expenditure within 1 month following the end of the event.

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Owner of the Policy: Scientific Subcommittee

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