

## **Faculty support for trainee organised conferences**

### **Purpose of guidance**

This document will provide guidance on how Faculties relate to trainee groups in the management of their conferences. This guidance has been approved by the Finance Management Committee.

### **Background**

Faculty trainee groups are independent of the wider Faculty but are closely linked, having representation on the Executive Committee. Faculties have an objective to promote educational activity and are generally keen to support the activity of their trainee groups.

Trainees from various Faculties run conferences. Sometimes these are run independently of the College sometimes they use the Faculty bank account for financial transactions, such as payment of subscriptions.

### **Guidance**

Trainees' conferences can either be completely independent of the College or become 'College conferences' through the parent Faculty. A conference will become a College conference only with the agreement of the relevant Executive Committee.

### **College conferences**

- The RC Psych logo can be used with the Chief Executive's permission providing normal conditions are met, in particular no pharma sponsorship. Permission cannot be carried over and must be requested for each conference via the Committee Manager;
- The conference programme must have the approval of the Academic Secretary;
- The Financial Officer must approve the event's business plan/budget;
- Trainees must use the College bank account for income and expenditure, following the College rules for expense claims, speaker fees etc;
- Trainees are responsible for negotiating and signing the contract with the conference venue;
- The Faculty will underwrite the conference in event of a loss. This would cover the full amount of the loss providing no unreasonable costs have been incurred;

- The College will circulate conference publicity to Faculty members by email;
- College staff will not provide administration for the conference beyond what is necessary for income and expenditure: paying invoices/expenses and paying in cheques;
- Trainees may obtain outside sponsorship within College guidelines;
- The Faculty may offer medical student bursaries for the conference.
- If the conference is held on College premises there should be no charge for hiring the meeting room.
- The conference should not be held within a month of the RCPsych International Congress (before or after).

### **Independent conferences**

- The RCPsych logo cannot be used and the conference cannot be identified as connected to the College or Faculty;
- The College bank account cannot be used;
- Trainees are responsible for all organisation of the conference including negotiating and signing the contract.
- The Academic Secretary need not approve the programme;
- The Financial Officer need not approve the business plan/budget;
- The College will circulate publicity to Faculty members by email providing the conference is not held within a month of the RCPsych International Congress (before or after);
- The Faculty may agree to underwrite the conference financially up to a named amount and/or provide a sum of Faculty money for sponsorship;
- The Faculty may offer medical student bursaries for the conference;
- Trainees may obtain sponsorship from outside organisations as they see fit.
- If the conference is held on College premises there will be a members' rate charge for hiring the meeting room.

### **Administration of conferences**

College staff (either CALC or Committee Managers) will not be expected to provide administrative support for trainees' conferences, beyond financial admin specified above.

### **Contact**

Any queries should be directed to the Faculty Committee manager.

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