



The British Association of Sport and Exercise Sciences: Guidelines for bidding to host a BASES Annual Student Conference

What the bid should contain

Details of the following should be contained within the bid:

- 1 The host institution, including the named Conference Organiser and a letter of support from an individual with authority to act on behalf of the institution.
- 2 Supporting background information indicating the institution's previous involvement in the area of sport and exercise sciences and its links to BASES.
- 3 Proposed conference organisation, including whether internal or external Conference Organisers will be used. Details regarding administration of the conference need to be included. The Conference has grown to a level that dedicated administrative support is required.
- 4 Facilities, including delegate accommodation, leisure and social amenities, space for a trade exhibition and academic facilities (lecture and oral presentation rooms and space for poster presentations), including if possible, submission of a schematic diagram showing the proximity of the various locations.
- 5 Financial predictions including income, expenditure, any proposed sponsorship and projected delegate fees.
- 6 Dates and draft 2-day programme.
- 7 Additional supporting material, including ease of travel to the institution.

Conference Budget

It is the responsibility of the Conference Organiser to manage the financial aspects of the Annual Conference. This includes establishing appropriate accounting procedures for the handling of all income and expenditure relating to the Conference. It is likely that this will involve the institutions finance department. While the Conference is not intended as a profit making venture, it should at least break even. All profits from the Annual Conference are split 50:50 between BASES and the host institution. However, under no circumstances will BASES carry any financial liability for a share in any loss.

A draft conference budget should be submitted by the Conference Organiser as part of the bid to host the Annual Student Conference. This should provide estimates for 150 student delegates. The Conference Organiser will be expected to provide a realistic 'working budget'.

The following costs should be built into the conference budget:

- 1 Production of the conference abstract booklet.
- 2 Delegate bags.
- 3 Publicity and marketing costs – posters and flyers. Please note that conference adverts within the *The Sport and Exercise Scientist*, via the BASES weekly e-mail newsletter and via www.bases.org.uk are free.
- 4 General stationary, including certificates of attendance.
- 5 Administration.
- 6 Photocopying.
- 7 Poster boards.
- 8 Meals.
- 9 Refreshments.
- 10 Accommodation.
- 11 Travel and accommodation costs for guest speakers.
- 12 Administration costs.

- 13 Any social programme costs.
- 14 Expenses to cover attendance at Board meetings and the debrief/hand-over meeting.
- 15 Attendance at the previous year's conference.
- 16 Additional costs outlined below.

Additional Costs

Please note the following additional costs:

	Delegate Fees & Conference Dinner	Accommodation	Travel
Chair	Conference	BASES	BASES
Chair Elect*	Conference	BASES	BASES
3 x Division Chairs	Conference	BASES	BASES
Executive Officer	Conference	BASES	BASES
Student Advisory Group Chair	Conference	BASES	BASES
Next year's conference representative **	Conference	Host institution	Host institution
TSES Editor	Conference	BASES	BASES

Notes. 'Conference' designates that the fees will be waived by the Conference organisers. BASES will pay any 'actual costs' (i.e., Conference dinner). 'BASES' designates that the accommodation and travel expenses may be claimed back from BASES. * When in post

** The Conference Organiser will be required to attend the previous year's conference and will need to cover their accommodation and any 'actual costs'. They will also need to offer one place to next year's conference hosts at cost. This will be seen as a good investment to ensure lessons learnt.

Additional Notes

- The past few conferences have attracted over 200 delegates.
- The website for the Conference will be hosted on the BASES website, www.bases.org.uk – as such there are no associated costs.
- Abstract submission is via a BASES on-line system. It is the responsibility of the host organisation to organise an abstract review committee.
- Delegate fees should be similar to those of the 2008 BASES Annual Student Conference, including full and day delegate options. It should be cheaper for BASES members (~£20 cheaper, which is the cost of BASES student membership).
- The conference programme should have an academic, applied and career focus. The Board strongly support the event and these individuals can be invited as speakers. The guest speakers should reflect diversity and aim for a balance across genders.
- The Board, the Divisions and the Student Advisory Group should be involved in the development of the conference programme and the event.
- The conference organiser is required to write a report in the BASES Annual Report.
- The conference organiser is required to hold a debrief/hand-over meeting with a rep from the following year's institution and a rep from BASES. This is normally held at the following year's institution.
- Exhibitors are using charged a nominal fee of £50.
- Awards are normally set up by BASES in liaison with the host organisation. It is the responsibility of the host organisation to organise an awards committee to judge the awards. The host institution is normally invited to sponsor one award.
- The Conference should always be referred to as the '{Year} BASES Annual Conference' and shorted to 'Conference' as appropriate. The BASES logo should be included on all materials related to the conference and all materials should be sent to the Board for approval.

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