Research Theme Event Sponsorship Guidelines

SICSA is able to provide sponsorship for small to medium-scale events taking place in Scotland that are relevant to the SICSA research themes:

> Complex Systems Engineering
> Modelling and Abstraction
> Multimodal Interaction
> Next Generation Internet (including Cyber Security)
> Future Cities

Funding Information

- Funding can be applied to the following items only:

    - Event catering (only tea/coffee/lunch)
    - Travel and subsistence for invited speakers
    - Travel and subsistence for event organisers (if not based at the host institution)

- Events must be open to students and researchers from all SICSA institutions.

- Events can take any format, for example: Workshops; Symposiums, Doctoral Consortiums; small to medium scale meetings; and any other format you wish to propose.

Conditions of Funding

- Applicants must provide details of the event to admin@sicsa.ac.uk at least one month in advance of the event. This information will be made available via the SICSA web pages, events calendar, mailing lists and other communications media to increase publicity for the event.

- Up to the maximum amount of funding will be awarded only on receipt of valid, original receipts or an invoice submitted to the SICSA Executive Officer within 3 months of the expenditure. If more than one receipt/invoice is to be reimbursed in connection to the event, the organiser must arrange for these expenses to be paid via their institution with a single invoice then raised to SICSA for the full event amount.

- SICSA must be acknowledged as sponsors of the event and organisers must include the SICSA logo on publicity materials and the event web site. Versions of the logo can be downloaded from the resources area of the website.

- A short report (1-2 pages A4) should be submitted to SICSA within one month of the event detailing success and outcomes. This may be featured within SICSA communications, such as the SICSA Newsletter.

Application Process

- Funding can be applied for at any time (no fixed deadlines)

- Email the Theme Leader from the relevant theme (copy in the Executive Officer on admin@sicsa.ac.uk) detailing:

    - An outline of the event (subject matter, timings, invited speakers etc)
    - A rough costing of the whole event
    - How much funding you are requesting from SICSA

- After submission of your application, the theme leader will inform you if your application has been successful, and the level of funding if approved

If you have any questions about research theme sponsorship, please contact admin@sicsa.ac.uk.

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