



## CYMDEITHAS DDYSGEDIG CYMRU THE LEARNED SOCIETY OF WALES

### **FLSW Event Support** **Promotional only application process**

FLSW event support furthers the delivery of the Society's priorities by helping to promote events and activities that promote and develop Wales' research and innovation.

This document outlines the process for applying for promotional support ONLY. If you require any other kind of support (such as funding), please refer to the Event Support form.

#### **Who can apply?**

This process is open to all Fellows of the Learned Society of Wales who are usually applying on behalf of an organisation that is planning an event/activity.

#### **What will we support?**

Events that contribute to the promotion and development of Wales' research and innovation which meet the requirements of this policy.

We are seeking proposals for events that are innovative and inclusive – reaching beyond the boundaries of your organisation to include a wide range of people and that can demonstrate impact beyond their usual spheres. We will prioritise new events and ideas that demonstrably connect and bring together a range of individuals from diverse organisational backgrounds including Fellows, ECRs and other individuals relevant to your plans. Where appropriate, we expect events to be open to a wide, cross-sectoral participation. Consider how your event/idea can be improved by involving other organisations, charities, universities or groups.

This might include:

- Workshops, panel discussions and roundtables
- Public engagement events, e.g. festivals and exhibitions
- Conferences and symposia
- Training

Your event might take place on-line or in person. For accessibility we encourage hybrid events to widen the accessibility and audience of events supported through this scheme, where appropriate.

Please do not advertise or invite people to your event before you apply for/receive LSW support in order that the LSW logo can be included when you do. If this has begun, please address it and let us know how you will ensure LSW support is fully recognised during the event.

### **Promotional support on offer**

We can offer to promote your event via social media, the Fellows' bulletin, our website and our external newsletter. We are also able to share recordings, images and scripts post-event where relevant.

### **Assessment criteria**

The Promotional Support Application Form will ask for details of your proposed activity – please consider sharing details of the following in your answer:

- **LSW Mission and Aims** – Demonstrate how your event will support our mission and at least one of our [strategic aims](#).
- **Accessibility** - Demonstrate how your event will be accessible – inviting, encouraging and welcoming all (e.g. by appropriate pitching of the topic, promotion through diverse channels, use of participative methods during the event or asking for access requirements such as physical access or large print resources)
- **Diversity** - Where your event has speakers or panelists, how you will actively seek a diverse range of people (with a normal expectation that panels will be at least gender-balanced, and standalone lectures chaired by someone of a different gender).
- **Impact** – tell us how you plan to maximise and measure the impact of this event on your audience, partners or local community (surveys, feedback forms, demographics data etc)
- **Welsh context** - Your event should demonstrably contribute to the promotion and development of Wales' research and innovation community.

### **Exclusions**

#### **The following are not eligible for support (funding, promotional or otherwise):**

- Events involving a single organisation, or single HEI.
- Politically partisan events or venues
- Events or venues that may be seen as promoting a religious doctrine
- Events or venues that may be viewed as offensive or defamatory in the opinion of LSW.
- Retrospective funding for events that have already happened
- Core costs or estates/indirect costs
- Purchase of alcohol for events
- Office equipment and laptops or any equipment not directly related to the holding of the event

- Fees or honoraria to people already in paid employment to deliver activities where such activities would reasonably be undertaken as part of their normal duties
- Infrastructure or building costs
- Attendance at scheduled events
- Expenses incurred submitting the proposal
- Academic courses such as Master's degrees or PhDs, and other tuition fees.
- Proposals that conflict with LSW policies, charitable objects or charity law

### **Submitting and receiving Promotional support applications**

You may complete the FLSW Event Support PROMOTIONAL form which has no deadlines and can be submitted at anytime.

Upon receipt of an application, LSW will acknowledge receipt and confirm the date that a decision will be made by. We aim to provide the outcome of the decision for PROMOTIONAL applications to all applicants within 4 weeks of submission.

### **Informing the applicant**

We will aim to inform an applicant of the outcome of their application within 4 weeks from submission, but this may be extended if more substantial discussion is required.

### **Responsibilities of successful applicants**

- Acknowledge the LSW's support in relevant publicity materials including invitations and also at the event (eg/with logos and words of thanks on slides or in chair's opening remarks) where relevant.
- Provide the society with content that we can use to help promote the event (where relevant) at least 6 weeks before the event
- Comply with your organisation's Welsh language standards
- To invite at least one representative of LSW to the event – with the expectation that our President or CEO may have first refusal of this invitation
- Where relevant, provide the Society with content that we can use after the event (e.g. photos, social media content, report, recordings) with appropriate permissions for us to share and promote
- Where possible, provide relevant impact data post-event
- You must hold your event within 12 months of receiving confirmation of LSW support.