**PIM Bid CHECKLIST**

**1. Participant numbers**

* 100-150 participants (defined by size of plenary accommodation)

**2. Venue**

* Plenary room (preferably lecture theatre with tiered seating for 100-150 participants)
* 4-5 break-out rooms (seating capacity should range, if possible, from 30 – 50)
* Publishers’ Exhibition space close to refreshment area to ensure footfall through exhibition space
* Large reception area for registration
* Cloakroom / luggage room (secure/lockable)
* IT equipment in all rooms (preferably with internet connection); IT support available throughout conference
* Wi-Fi availability
* Rooms should be accessible for participants with limited mobility

**4. Catering**

* Coffee/tea available on arrival and during the event
* Lunch (can be a simple sandwich lunch)
* Water available during the day

**5. Support**

* IT support is essential
* Volunteers/helpers are essential to direct participants, help in cloakroom, etc.
* There should be enough support within the centre/department to assist the conference team when necessary e.g. reviewing abstracts

**6. Finance**

* PIM costs are likely to include:
  + Room hire, and additionally:
    - Portering
    - Security
    - Heating
    - Cleaning
    - IT support
  + Programme (printing)
  + Conference pack (can be plastic wallet) or bag with any pens, paper, etc.
  + Badges
  + Payment to helpers, if volunteers (e.g. MA students) are not available
  + Catering: Tea/coffee/[pastries] at registration; tea/coffee at breaks; lunch
* Plus:
  + BALEAP Event Officer expenses (registration fee; travel; accommodation)
  + Guest Speaker expenses (travel within the UK; accommodation; meals)
* Plus:
  + VAT or other university levy

Please note that it is also important that a surplus is made. This remains with BALEAP and helps to fund the administrative costs involved in registering PIM participants, collecting PIM fees, etc. It also goes towards funding for research and training initiatives that can be accessed by the wider membership.

**7. Submitting a bid**

* Please read the above to ensure that you have the resources to organise a PIM
* Please submit a PIM Bid Proposal Form
* Please also submit an approximate breakdown of expected expenditure (see budget template)