Planning your fantastic MAH event!

Here are some FAQs for developing an event, which I hope are useful:

1. **How do I pay speaker fees?** MAH does support speaker fees, typically to independent scholars or practitioners. The fee policy (and rate) is here. This requires pitching for funds to MAH Research Committee (which meets twice a term); having speakers be checked for Right to Work (by the School Office), speakers completing a Casual Claim form or if via an agency, gaining approval as a registered University supplier. Unfortunately the University can't pay overseas speakers a fee unless via a Limited Company (onerous, avoid). This requires time and advanced planning.

2. **How can I enable people to book in advance?**
This could be on Eventbrite (the University does not yet have a shared institutional subscription, but you can set up a free basic account for free events), on simply by emailing you by a deadline. The Research Support Team can help with setting up an Eventbrite link: email mah-research@sussex.ac.uk

3. **What platform should I use for an online or blended event?** Zoom is the University recommended platform for external events. To ensure security, send links to pre-bookers only. Use your UoS Zoom account and check settings, enable a passcode and waiting room; don't tick "Allow participants to join anytime" and try to have a second person helping you manage settings and chat. You might use a background with the University logo present, so everyone knows where you're from.

4. **How can I promote my event?** The MAH communications team (led by Ian Tout) promotes events through the School websites, targeted emails, events listings (including Broadcast), social media and press coverage. They can also offer a design and print service. This can include a jpeg 'poster' which can be used on social media channels. Events will also be publicised in **Media, Arts and Humanities Events** weekly email bulletin, sent to Sussex staff and students each week during term time. The MAH comms team will also put your event on the School calendar.

   To help the Communications team to promote your event effectively, please use the webform to input details of your event. In addition to asking for information on date, time, venue etc you'll also be able to attach images and specify if you would like the event to be shown on one of the School research centre websites, or the details sent on to other schools within the University.

   Any problems, email **tellMAH@sussex.ac.uk**

5. **How can I gain audience and collaborate?** Consider if your event could be co-sponsored by or promoted via a cluster of research centres or groups. This will help minimise clashes, maximise audiences, share administration and strengthen cohesion and interdisciplinarity across the school and university. The university lists its research centres [here](). MAH-specific research centres are [here](). The Sussex Festival of Ideas is [here](). Current themes include 'experiment'; 'inclusion'; 'inter-disciplinarity'.

6. **How can I help build a picture of the school's research culture?**
The School is building new web pages to support an emerging Institute of Advanced Studies. Consider documenting events for future showcasing and collecting feedback for future planning.

7. **I have other questions!** Check out the MAH Research & Knowledge Exchange pages [here]().

   For further questions to do with bookings, speaker fees and other costings, and booking tech support, please contact the MAH Research team on [MAH-research@sussex.ac.uk.]()

Very best wishes for your event,

Margaretta Jolly

MAH Research Curator

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