



Organising an event – information and FAQs

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Catering | Notice required: 4 weeks

Approved caterers

- Edinburgh First or Honours should be used for on-campus catering.
- For events in EUSA buildings, only Honours is permitted.

Please be aware that if you bring additional refreshments to supplement your event from non-University caterers, you must provide your own crockery/cutlery/glasses, etc. and remove all items/waste afterwards.

The School does not stock these items.

Prices & menus (for orders up to 60 people)

Edinburgh First catering prices (as at November 2018):

- Tea/Coffee/Biscuits – £1.95 per person
- Sandwich lunch (not including tea/coffee/dessert) – £7.30 per person
- Water / fruit juice – £2.50 per litre

[Edinburgh First Menus](#)

[Honours Catering Menus](#)

To order any catering and if you require any other catering options, please email the [School Office](#) for more information.

Alcohol at events

[PPLS Policy](#)



Conference packs | Notice required: 6 weeks

The School Office can provide you with PPLS branded pens, notepads and folders.

All other branded materials for delegate packs (such as keyrings, etc.) need to be ordered directly from the [University Visitor Centre](#).

You need to request an eIT from [PPLS Finance](#) to complete the order.

Delegate badges | Notice required: 2 weeks

The School Office can order the badges and labels for you.

The organisers then create these themselves.

Delegate Wi-Fi access | Notice required: 2 weeks

- eduroam Wi-Fi – free for external visitors with existing eduroam accounts.
- For visitors without eduroam access – £1 per Wi-Fi account.
Request any number of Wi-Fi accounts from [Learning Spaces Technology](#) and, once the conference is finished, you will only be charged for what has been used.

Finance | Notice required: 4 weeks

Budget

Once you have completed the [event booking form](#), the School Office will contact you to arrange a meeting to discuss your budget with the Finance Team.

Cash Advance

If you require a cash advance, you will need to liaise with [PPLS Finance](#).



Flipcharts & poster boards | Notice required: 2 weeks

We have a selection of flipcharts and poster boards for use in DSB and 7GS. Please email the [School Office](#) to arrange this.

If you require these for another University building then please contact [Learning Spaces Technology](#)

[Other AV equipment available for hire](#)

Hotels | Notice required: 4 weeks

Hotel accommodation at the University of Edinburgh

To check availability, please email the [School Office](#) with the following info:

- Dates of arrival
- Duration
- Number of people of staying

Hotel room prices based on single occupancy (as at November 2018):

- Masson House/Salisbury Green Hotel standard – ca. £71-£81 per night
- Masson House/Salisbury Green Hotel deluxe – ca. £84-£91 per night
- KM Central – ca. £76-£90 per night

External hotels

We can also book other local hotels through Key Travel, a University approved supplier. Please contact the [School Office](#) for a quotation.



Photography

If you are taking photos at your event you need to inform visitors in advance.

[Photography consent](#)

Printing | Notice required: 2 weeks

Please contact [Printing Services](#) to discuss printing requirements and turn around. You need to send them a finished image/poster that you would like to print.

You need to request an eIT from [PPLS Finance](#) to complete the order.

[Printing Services – Price Guide](#)

Promoting your event | Notice required: 4 weeks

Event listing on PPLS website

Please email the full details to the [PPLS Web Team](#). You will be responsible for keeping the listing up to date.

Posters

Send on event details and preferred format (e.g. A4 portrait) along with relevant images to [Isabella Melking \(Communications Co-ordinator\)](#).

Social media

Please contact [Isabella Melking \(Communications Co-ordinator\)](#) with event details, intended audience and relevant images.



Registration page

Please complete the [E-PAY registration form](#) and return it to the [School Office](#). We will set up the registration page and give you a link for delegates to book their place. You can:

- set a limit on how many people can attend
- charge different prices i.e. full delegate price and a concessionary price
- set up registration for a conference dinner

Room bookings | Notice required: As soon as you have date(s)

Booking a room

Please complete the [room booking form](#).

Room bookings in the Informatics Forum

Please complete the standard [PPLS room booking form](#).

[Informatics Room booking charges](#)

Weekend/evening events

For events that take place after 5:30pm, before 8:30am and at weekends, you will be required to pay for a servitor to allow delegates to enter and exit the building. For weekend bookings, cleaner charges will also apply:

The charges are below:

- Servitor – approx. £17/hour (min. 4 hours)
- Cleaning/utilities – approx. £15/hour

The School Office will arrange this.



THE UNIVERSITY *of* EDINBURGH
School of Philosophy, Psychology
and Language Sciences

Speakers and events policy

Please view ahead of your event:

[Policy on speakers and events](#)

If you have external speakers, you will also need to complete this [form](#).

Travel | Notice required: 2 weeks

Please book your travel and accommodation using [Key Travel](#).

Contact [PPLS Finance](#) for your Key Travel login details.

Your invited speakers/guests may claim back their travel expenses via [PPLS Finance](#).

PPLS School Office 07/12/18