# Cambridge Reproduction Events Policy

Cambridge Reproduction serves its network of members by organising, hosting and sponsoring a programme of interdisciplinary events focused on reproduction. This policy describes how such events are proposed, selected and organised.

## Aims

This policy serves several aims:

* To ensure that Cambridge Reproduction provides a balanced, interdisciplinary programme of high-quality events that serve the interests of its membership;
* To ensure that proposals for events are selected in a fair and transparent way;
* To ensure that selected events represent best value for money;
* To outline expectations for people organising events in collaboration with Cambridge Reproduction.

## Events organised by a member of the Cambridge Reproduction network

For the purposes of this policy, the “Cambridge Reproduction network” includes all members currently at Cambridge, as well as honorary members and invited [affiliate members](https://www.repro.cam.ac.uk/directory/affiliate-members). It does not include members of the External Advisory Board, or former members who have left Cambridge before the event is proposed.

Any eligible member may propose a Cambridge Reproduction event, no matter their career stage.

Proposals for Cambridge Reproduction events should be submitted to the Events Fund: <https://www.repro.cam.ac.uk/events-fund>. Submissions to this fund are reviewed by a multidisciplinary panel to ensure that funded events are high quality, broadly interdisciplinary, of wide interest to the membership, complimentary to the overall Cambridge Reproduction programme, and representing good value for money.

Events funded through the Cambridge Reproduction Events Fund will be supported by the Cambridge Reproduction team, by agreement with the Programme Manager. This may include support for advertising, administration, programme development or event management or any other support as needed. All Cambridge Reproduction-funded events must acknowledge the support of the IRC.

In exceptional circumstances, events may be organised and funded without application to the Events Fund. In this case, the event will be approved by the Cambridge Reproduction Executive Committee and/or Steering Committee.

Event organisers should be clear from the outset what level of involvement or support they wish from Cambridge Reproduction, including advance organisation, venue liaison, marketing, ticketing and support during the event itself. This ensures that Cambridge Reproduction can manage resources accordingly. Cambridge Reproduction will not be responsible for any costs incurred that have not been agreed with the Programme Manager and/or Events & Communications Coordinator in advance.

## Events organised by an individual or organisation outside the Cambridge Reproduction network

Cambridge Reproduction has very limited funds available to support events. We cannot provide sponsorship or financial support for events organised wholly or primarily by external individuals and organisations. Events organised in collaboration with an external individual or organisation, and where there is a significant organisational input from a member of Cambridge Reproduction, may be eligible for funding through the Events Fund as above.

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