

**Working Group Event Proposal Form**

**Working group:**

|  |  |
| --- | --- |
| Event name: | Proposed date/s: |

|  |  |
| --- | --- |
| Convener(s) *(must be (a) member(s) of the working group)*:  | Amount requested *(up to €4000):* |

|  |
| --- |
| Event abstract *(please* *provide a short summary of the event, including a provisional programme and names of proposed speakers, and justification of why this event is relevant and adds value to NNHRR and the working group)*:  |

|  |
| --- |
| Budget summary *(please include expenses for travel, catering, room rental and accommodation (if applicable))*:  |

**Working Group Event Budget Report**

*Submit to working group coordinators and nnhrr@asser.nl after event*

|  |  |
| --- | --- |
| **Name of event:** |  |
| **Working group:** |  |
| **Date:** |  |
| **Host university:** |  |
| **Organising team:** |  |
| **Number of participants:** |  |

**Costs**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Description** | **Amount** | **Date incurred** | **Paid?** | **Notes** |
| **1** |  |  |  |  |  |
| **2** |  |  |  |  |  |
| **3** |  |  |  |  |  |
| **4** |  |  |  |  |  |
| **…** |  |  |  |  |  |

*If costs are paid upfront by your university, it is not necessary to fill in the ‘date incurred’ and ‘paid?’ columns*

**Total:**

**Working Group Event Planning Checklist**

* **Pre-event**
	+ If event is open to the public/NNHRR members, send a blurb including registration link to nnhrr@asser.nl for the Academic Coordinator to promote via the following communication channels:
		- NNHRR webpage for research workshops
		- NNHRR monthly newsletter
		- NNHRR Twitter account
		- NNHRR website news item
* **Post-event**
	+ Fill in **budget report** for event attached to this checklist and send to nnhrr@asser.nl
	+ Write a **blog post** based on the subject matter of the event of up to 1000 words (the blog should be substantive rather than just a report of the event, though you should also briefly describe the event) and send with an image to **Human Rights Here** with nnhrr@asser.nl in CC (take note of [contribution requirements](https://www.humanrightshere.com/page/contribute))
* **Financials**
	+ Payment of event costs can be arranged in the following ways:
		- The host university can cover the costs and then send an itemised invoice to NNHRR
			* This is generally preferred, and mandatory for travel bookings via travel agencies
		- Invoices can be paid directly to the provider by the Asser Institute
		- Individuals who incur costs can be reimbursed using a reimbursement form supported by receipts (request reimbursement form from Academic Coordinator)
	+ To make use of each of these options, please ensure that you and/or the provider do the following:
		- Include the project code 9620 NNHRR on the invoice
		- Send to both facturen@asser.nl and nnhrr@asser.nl
	+ After the event, fill in the budget report attached to this document and send to nnhrr@asser.nl