**Before looking for funding, here are some points to consider.**

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| **Will this be a conference, workshop or seminar?** |
| **Is this a one-off event or part of a series?** |
| **Is the event part of a research project?**<br>- To disseminate results?<br>- To start a new collaboration? |
| **Do you have a co-convenor from another institution?**<br>- Could we ask this other institution for funding? |
| **How many people do you expect to attend?** |
| **Will speakers/contributors be coming from overseas?** |
| **Will the theme be national or international?** |
| **Will undergraduate students be invited?**<br>- As delegates or presenting papers/taking part? |
| **Will graduate taught students be invited?**<br>- As delegates or presenting papers/taking part? |
| **Will graduate research students be invited?**<br>- As delegates or presenting papers/taking part? |
| **Would it be possible for sponsors to attend all or only part of the event?** |
| **Would a sponsor be able to take part in the event?  (As a speaker/delegate?)** |
| **Will delegates pay a fee?** |
| **Will there be different rates for academics, students, practitioners/commercial sector?** |