

# FAQs

## 2014 National Seminar Series organisers

### Funding

Do I enter my own bank details or my institution's in the registration form?

Please enter your institution's bank details.

What do I do if my institution's bursar/finance officer is asking for confirmation that the funds will be transferred before I incur expenses?

Your original confirmation email that you were successful in funding can be used or if they require a formal letter we can provide that. Email Bláithín Macdonald at [admin@teachingandlearning.ie](mailto:admin@teachingandlearning.ie)

Do I get the full €1000 or do I only get what I claim through receipts?

The Forum will reimburse for up to €1000 for items that have a receipt or invoice.

When will the funds be transferred to my institution?

The funds will be transferred once your institution has provided an invoice to the Forum with all the related expenses. Send the invoice to [admin@teachingandlearning.ie](mailto:admin@teachingandlearning.ie) with the subject 'National Seminar Series Invoice'

Are there restrictions on the funding?

Funding cannot be used to purchase equipment or to buyout time from lecturers/staff employed at the hosting institution. If you're not sure, ask us before you make the purchase.

What can I use the funding for?

Typical uses of funding would be paying for a guest speaker, catering costs, printing of promotional materials, printing of resource packs for your event, travel/subsistence costs for participants.

On the Forum website it says that there is additional funding available for streaming/recording, how do I apply for that?

If you have streaming/recording costs that cannot be covered by the €1000 you can request a supplement to cover the costs of streaming/recording. To request this additional funding email [Eloise.tan@teachingandlearning.ie](mailto:Eloise.tan@teachingandlearning.ie) with the subject 'National Seminar Series – additional funding'. We will only reimburse additional funding that is approved in advance. Note that purchase of equipment will not be funded.

## Promotion

Can I update the information on the website later? (for example if you add a speaker, change a venue)

Yes, email Sarah O'Toole at [sarah.otoole@teachingandlearning.ie](mailto:sarah.otoole@teachingandlearning.ie) with the specific changes. Note that we will only make changes up to 4 weeks before the event. This is to ensure that your seminar receives the most publicity and so that participants can have the details well in advance.

My seminar is months away. I won't have the full details until later for the website. Is there a deadline to get this to the Forum?

Yes, 4 weeks before your event. We would like the details as soon as possible so as to publicise your Seminar as widely as possible. We aim to make this series truly national.

Who will advertise my event at my institution?

We encourage you to advertise yourself within your institution. You could also email your Forum Designated Contact (find them here <http://teachingandlearning.ie/key-contacts> ) and ask them to send out an email or promote your event in other ways.

How can I promote my seminar nationally?

The Forum will list all the National Seminars on our website. We will be sending out the programme to all our designated contacts, through our subscription lists, and include it in our monthly bulletins. We will also be tweeting upcoming seminars throughout the programme.

## Reporting

Is there a template for the two page Forum Insights I am to create after our National Seminar Series?

Yes this will be distributed by email and your returned report will be shared on the Forum website. While we have a template we are open to other ways of reporting – video, Powerpoint, Prezi... we are open to suggestions. Contact [Eloise.tan@teachingandlearning.ie](mailto:Eloise.tan@teachingandlearning.ie) if you are thinking of an alternative format.