

ACCU 2023

Speaker Entitlements & Guidelines

90 minute session speakers'

- Complimentary registration to the four-day conference (17 – 20 April 2023 inclusive)
- One Conference Dinner ticket (guests are charged the full rate of £40 + VAT)
- One nights' accommodation (single occupancy) bed and breakfast at the conference hotel (Bristol Marriott City Centre). If you wish to stay longer you should pay additional nights and all extras on departure.
- Travel (UK) expenses cover mileage, train, or domestic flight. Mileage is covered at £0.45p per mile and is capped to a maximum amount of £100. Standard class train fare is capped to a maximum of £125. Please try and book your travel early in order to benefit from the most competitive rates.
- Travel (Overseas) expenses cover 'reasonable' economy class flights, train, or coach (whichever is cheapest) to the following maximum amounts:
 - International flights up to £850 or \$1100. Costs above this must be authorised before booking
 - European flights/train/coach up to £400 or €350. Costs above this must be authorised before booking
- If your costs are to be covered by your employer, we will be pleased to display a company logo with hyperlink to a URL of your choice on the conference website as a gesture of appreciation.

If a session has multiple speakers the expenses are paid to one person only (they can then share if they wish) – which will be the person with the lowest travel expenses.

Pre-Conference Workshop Presenters

- A minimum presentation fee of £750 will be payable to the Workshop Presenter (the Early Careers Tutorial speakers receive a reduced fee of £175)
 - One nights' accommodation is covered by the ACCU for either the night before or the night of the pre-conference tutorial. If a workshop presenter is also presenting a 90 minute session, the above benefits will also apply. If they are not presenting a 90 minute session as well, then all registration fees will be chargeable
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45 minute speakers

- A speaker fee of £100
 - Complimentary entry on the day of the talk
 - Or no fee / complimentary entry but 30% off full conference ticket.
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20 minute session speakers

- 20 minute session speakers benefit from a 20% discount on their registration fee. No other entitlements apply
- If a 20 minute speaker is also presenting a 90 minute session, then the 90 minute speaker benefits will apply

Speaker Responsibilities

- Transfers from airports should be completed in the most cost effective manner if claiming expenses
- All receipts for travel must be kept and copies supplied with a signed expenses form (supplied at the conference)
- Speakers are asked to keep their costs within the guidelines or seek advice if over and above the stipulated amounts
- If a speaker needs to cancel after travel has been booked and paid for, Mosaic Events will refund costs only if the cancellation is due to a major emergency. A reasonable administration fee may be applied
- All expense claims must be made within two months of the conference date

Presentation and other Information

- Each room used for presentations will be set-up with theatre style seating and a small top table, and equipped with a projector and screen
- Laptops will not be supplied unless requested in advance, please ensure you bring relevant adapters
- Presentations should be loaded by the presenter on the day. Mosaic Events will endeavour to fulfil any specific equipment or AV assistance requests made in advance of the event.
- A full conference programme will be available online.
- Expenses will be paid within 14 days (approx.) of receiving the complete expenses form and receipts. Relevant bank details should be provided on the form in order that a bank payment can be made.
- It is likely we will record a number of sessions. If you do not wish to be filmed or recorded, please inform us in advance.

Please download the speaker expenses form [here](#).