



British Combinatorial Committee Guidelines for conference grants

These guidelines (revised in May 2015) are for expenditure from conference grants awarded by the British Combinatorial Committee. They should not be taken as comprehensive.

Expenditure items

The following items are generally acceptable: Subsistence and travel costs of invited speakers, hire of rooms and equipment, clerical and technical help, refreshments at morning and afternoon breaks, production of conference programmes, website, etc.

The following items are generally not acceptable: Subsidies for meals (e.g. the additional cost of a banquet beyond the normal rate for dinner), excursions, commemorative items, receptions, entertainments.

Reports

We expect a brief report of the meeting, suitable for posting on the BCC website. This should include:

- Organisational information: Title of meeting, location and institution(s) involved, dates/times, organisers
- Academic information: Speakers and titles, number of participants

If the subject of the meeting is not just combinatorics in general, a brief description of the topic might be useful.

We also require a separate brief financial report, which will not be posted.

A copy of any printed information (programmes, updates, posters etc.) should be lodged with the BCC archivist.