



Medical
Research
Council



Guidance for Social Events

This document serves as your guide to booking social events for your PhD students. Socials provide an opportunity for DTP students at your institution to meet and connect in a relaxed environment.

This guide equips you with the tools and resources necessary to plan, organize, and execute successful social events. We will delve into key considerations:

- **Choosing an activity:** Explore strategies for selecting a fun, engaging activity.
- **Logistics and resources:** Learn how to navigate logistical considerations and access resources for optimal event planning.

By using the guidance here, you can confidently plan social events that will help your students connect with others in the DTP.

Choosing an Activity

When considering your event remember that the aim is for students to connect in a relaxed environment, so consider if your activity will help facilitate this. A cinema trip may not facilitate much conversation!

Do:

- Take accessibility into consideration.
- Consider the size of your group in relation to your budget.
- Make sure there's an opportunity for students to connect in a relaxed environment.

Do not:

- Book a high-risk activity – no paragliding please!
- Book a strenuous physical activity, for example hiking, rock climbing, swimming, etc.
- Order alcohol: we are **unable to provide alcohol** at our events due to the MRC's funding terms and any alcohol purchases will **not** be reimbursed.

If you are unsure if an activity is suitable, please contact the DTP to discuss further. Some examples of previous events include: mini golf, aquarium visit, escape rooms, and meals out.

Funding

- You have an annual budget up to £500 for social events.

- Expenses can be made through your normal University system and claimed back from the DTP in the annual transaction report.
- We can no longer accept expense claims regarding the organisation of these social activities.
 - If this raises any issues, please contact the DTP in advance as central pre-approval will be required.
- Students cannot claim expenses for travel to the event as they will be within their host city.

Booking and running the event

- You are responsible for booking the event and inviting students.
- A current list of student contacts is available from the DTP on request.
- The social events should take place in December or January each year.
- You must give students a minimum of 2 months' notice of the date of the event.
- Social events are only for DTP students at your University.
- Attendance is mandatory, unless students are on a placement, at a conference, have annual leave scheduled or are unwell.
- If your activity involves food or snacks, please remember to collect dietary requirements, including any allergies.
 - Most venues require this information at least one week before the event to ensure that they can meet your requirements.
- The DTP requests a list of attendees and absence following the event so that we can update our student records.

How we can help

- Please inform the DTP once you have secured a date. We would be happy to send out a 'save the date' for you, even if you have no further details confirmed.
- If needed, bookings can be made online or over the phone using the DTP's credit card.
 - Please contact the DTP to request this.
 - If we pay using the DTP's credit card we will require scanned receipts from the venue as well as full list of attendees following the event so that we reconcile the balance with Cardiff's central finance team.

Please do get in touch with the DTP at GW4BioMed@cardiff.ac.uk if you have any questions or require any assistance and may thanks for your support.