

# Education Workshop Sponsorship Guidelines

SICSA is able to provide sponsorship workshops taking place in Scotland that are relevant to SICSA Education. Some suggested workshop topics are:

- Teaching 1st year programming
- What makes a good honours project?
- How to articulate successfully with FE colleges
- The role of placements within computing degrees
- The student's role in achieving Athena Swan accreditation

## Funding Information

Funding can be applied to the following items only:

- Event catering (only tea/coffee/lunch)
- Travel and subsistence for invited speakers
- Travel and subsistence for event organisers (if not based at the host institution)

## Conditions of Funding

Applicants must provide details of the event to [admin@sicsa.ac.uk](mailto:admin@sicsa.ac.uk) at least one month in advance of the event. This information will be made available via the SICSA web pages, events calendar, mailing lists and other communications media to increase publicity for the event.

Up to the maximum amount of funding will be awarded only on receipt of valid, original receipts or an invoice submitted to the SICSA Executive Assistant within 3 months of the expenditure. If more than one receipt/invoice is to be reimbursed in connection to the event, the organiser must arrange for these expenses to be paid via their institution with a single invoice then raised to SICSA for the full event amount.

SICSA must be acknowledged as sponsors of the event and organisers must include the SICSA logo on publicity materials and the event web site. Versions of the logo can be downloaded from the resources area of the [website](#).

A short report (1-2 pages A4) should be submitted to SICSA within one month of the event detailing success and outcomes. This may be featured within SICSA communications, such as the SICSA Newsletter.

## Application Process

Complete the application form provided and return to [admin@sicsa.ac.uk](mailto:admin@sicsa.ac.uk) at any point throughout the year, there are no deadlines associated with this funding.