

SEMINARS AND WORKSHOPS ORGANISED BY CAUDIT

GUIDELINES

These guidelines are intended to cover seminars and workshops organised under the CAUDIT banner. They do not cover CAUDIT General Meetings.

1. The CAUDIT Executive must approve the holding of the event.
2. The venue for the event must be approved by the Executive Officer.
3. In consultation with the Executive Officer, a local CAUDIT member, approved by the CAUDIT Executive, will take responsibility for all aspects of the local organisation.
4. If the event involves an external organisation, that organisation will be consulted on all relevant aspects of the event.
5. Registration may be handled either by the local CAUDIT member or by the Executive Officer, by mutual agreement. Fees may be collected by either, also by mutual agreement, however all monies collected should be remitted to CAUDIT which will cover the costs of the event.
6. The CAUDIT Executive must approve the budget for the event, if expenditure of any central funds is required, otherwise the Executive Officer may approve it.
7. CAUDIT funds will normally be approved only for overhead costs. E.g. venue hire, speaker fees and the like.
8. Costs associated with attendees must be met by a registration fee, which has to be approved as part of the budget process. Such costs include refreshments, individual materials, travel, accommodation and the like.
9. Where possible, events should be arranged so that subsidised costs are able to benefit all members.
10. Participants will be requested to evaluate the event in terms of satisfaction with the content, presentation, venue, catering and any other relevant factors.