

Enhancing research impact. Public Policy @ Southampton

Include Public Policy@Southampton in your Research Grant

	Item	Detail	Fee
Option 1			
Project Plan	3 hours admin support with developing your project plan for best impact results. This time is most beneficial if used as 3 x 1 hour meetings during the first month of your project planning.	What activities will be planned Deadlines Costs Responsibilities Evaluation methods Discussing target audience Discussing end user groups	£500.00*
Event Management	3 hours consultancy on best practice for managing your event. This time is most beneficial if used as 1 x hour meeting and 2 x hours of research/admin	Contact information release Recommendations for appropriate catering Recommendations for Agenda timings Recommendations for logistics arrangements	
Marketing Campaign	3 hours consultancy on constructing your marketing campaign. This time is most beneficial if used as 1 x hour meeting and 2 x hour of research/admin	Contact information release Recommendations for University Branding awareness Recommendations for timescales Assistance with image sourcing Your event on the Public Policy@Southampton website	
Option 2			
Project Plan	5 hours admin support with developing your project plan for best impact results. Time to be allocated as appropriate	As in Option 1 and in addition: Venue booking for meetings Assisting with research for target audience Assisting with research for end user groups Production of Project Plan timescales and resources	£800.00*
Event Management	5 hours consultancy on best practice for managing your event. Time to be allocated as appropriate	As in Option 1 and in addition: Research into appropriate venues including local site visits Production of Welcome packs for your event Support with recruiting PGR project assistants Main contact for event queries and RSVPs	

	Item	Detail	Fee
Option 2 continued			
Marketing Campaign	5 hours consultancy on constructing your marketing campaign. Time to be allocated as appropriate	As in Option 1 and in addition: Advice on producing Posters, Flyers, Plasma, Pull up Stands marketing Advice on image enhancements Organising the dissemination of Posters, Flyers, Plasma advertising Event added to our partner websites within the University, eg your school website, SUSSED Regular Tweets about your event from @publicpolicyUoS Organising Faculty emails about your event Advice on image enhancements Advice further marketing within the University and local press. Advice on AV equipment/filming/ photographs for future marketing purposes – inc.permission documents	
Option 3			
Complete Project Management of your event	Choice of one of the following:	Project Plan	6 months:
	Day/Evening Seminar 1 – 2 days (for discussion)	Meetings with you to draw up the project plan and internal/external mailing lists Event Management Full venue, transport, catering management after consultation on requirements – <i>please note there will be a re-negotiation of fee for events abroad</i>	£3,000.00*
	Day/Evening Lecture (educational talk/presentation)	Invites and rsvs managed by public.policy@southampton.ac.uk	6 - 8 months: £5,000.00*
	Day/Evening Debate (discussing opposing points)	Recruitment of PGR volunteer assistants Marketing Campaign	
	Day/Evening Panel (select group of discussants to talk/answer questions)	Full dissemination management and production of marketing materials under your instructions Collaboration with the UoS comms team to engage the press with the event Production of press release	
	Evening Networking Event (for project network to liaise with relevant partners/Policy Makers)	Complete administration support eg welcome packs, name badges, email communication with candidates and organisation of regular project team meetings	
	Morning Breakfast Event (for discussion/presentation)		

University of Southampton Roadshow

If you are interested in putting your research on the road in 2013 or 2014 please contact roadshow@soton.ac.uk or visit <http://www.southampton.ac.uk/engineering/outreach/roadshow.page>

Costs vary

* Fee may vary according to your choice of venue/catering.

To discuss these options further please contact the Public Policy@Southampton Team:
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Email: publicpolicy@southampton.ac.uk



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<http://publicpolicy.southampton.ac.uk/>