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1. Introduction

This guide can be found online at:

<http://www.economicsnetwork.ac.uk/team/associates>

The Economics Network has appointed a number of Associates to promote the activities of the Network and occasionally to run events. Associates are expected to run at least one event every two years.

The Associate scheme is intended to build the capacity of the Network to run workshops, and to broaden its reach within the Economics community. For example, the Network has thus far made little inroad into research communities, and research conferences in particular. One idea is that Associates could run workshops, based upon sharing curricula and ideas for particular subject areas at relevant research conferences that Associates might be attending anyway. Other workshops might be based upon other specialisms, for example eLearning, study skills, problem based learning etc or on other priorities, for example regional (or country)-specific workshops.

Associates are encouraged to promote the Economics Network wherever appropriate, and to this end the Network will provide them with business cards and packs of Economics Network material (for example flyers, newsletters etc).

1.1. Organising a workshop

Associates are invited to talk through their workshop ideas with John or Ros in the first instance. Associates may wish to run workshops jointly with other EN Associates – see <http://www.economicsnetwork.ac.uk/contact/associates.htm>

1.2. Workshop admin and content

Once workshop details have been agreed, your first point of contact for the organisation and administration of your workshop is Ashley (ashley.lait@bristol.ac.uk).

Timelines:

- Short description including aims of workshop to EN **at least 1 month** before the workshop. This will allow us advertise the workshop and receive online bookings.
- Workshop programmes and other workshop materials (including evaluation forms) need to be emailed to Ashley **at least 1 week** before the workshop. This will allow us to print all the materials, make up workshop packs and courier them to the workshop venue.
- Evaluation forms from your workshop are to be returned to Ashley immediately after the workshop. Evaluation of events is really important in terms of external evaluation and planning future events. Evaluation forms can be accessed from:
<http://www.economicsnetwork.ac.uk/team/associates>

Templates:

- A programme template for your workshop programme can be found at:
<http://www.economicsnetwork.ac.uk/team/associates>
- A presentation template for any slides you might develop for your workshop can be found at: <http://www.economicsnetwork.ac.uk/team/associates>

Resources:

We encourage you to use our comprehensive range of resources to support your workshop, for example:

- Our subject and theme index of resources: <http://www.economicsnetwork.ac.uk/subjects/>
- Case studies: <http://www.economicsnetwork.ac.uk/showcase/>
- Chapters from the Handbook for Economics Lecturers:
<http://www.economicsnetwork.ac.uk/handbook/>

1.3. Economics Network Background information

Each workshop should include a short section on the Economics Network. This usually involves showcasing our website and resources. We have provided a slide show that can be used for this purpose:

<http://www.economicsnetwork.ac.uk/team/associates>

Associates may also be interested to read about the Network's plans and latest annual report, which can be found at:

<http://www.economicsnetwork.ac.uk/mission.htm>

1.4. Your fees and travel expenses

For each event run Associates will be paid on a fees basis:

- Workshop up to and including 2 hours, including organisation and preparation of materials: £250
- Workshop over 2 hours, including organisation and preparation of materials: £350

Reasonable travel costs will also be covered by the Network. We can also book train and plane tickets on your behalf, please contact Ashley.

The Fees and travel expenses claim form can be found at:

<http://www.economicsnetwork.ac.uk/team/associates>

The first time you claim we will need your national insurance number and proof of eligibility to work in the UK (e.g. your passport – please see the fees and travel expenses claim form). Fee claims need to be in by the first Friday of each calendar month for quickest payment. Payment should be within one month of receipt of your claim.

2. Contacts

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