




## Additional considerations for organizers:

- Information for booking or using campus space
  - [Short-Term Casual Event Booking Procedure](#)
  - North Campus has [multi-faith spaces](#), [centrally scheduled classrooms and special event spaces](#), [faculty-managed multi-use spaces](#) (use the map to find booking contacts), and the [UASU has a range of spaces](#) that can be booked for free by registered student groups.
  - Augustana Campus has numerous [bookable spaces](#) available to [student groups at no cost](#).
  - Campus Saint-Jean has numerous [bookable spaces](#) available to [student groups at no cost](#).
- Other helpful campus resources for running events
  - [Event Planning and Approval Process for Student Groups](#)
  - [Events Team Toolkit](#)
  - [U of A Outdoor Site Booking: \[procedure\]](#)
  - [U of A Indoor Events](#)
  - [Groupize - Event Management Software](#)
  - [Ceremonial protocol and guidelines](#) to ensure Indigenous Peoples feel comfortable practicing ceremony on campus.
  - [Posting Announcements, Notices and Banners Procedure](#)
- Information on running more accessible events
  - [City of Edmonton Guide to Planning Accessible Meetings & Events](#)
  -  [Planning for Accessibility Checklist \(1\).pdf](#)
- Information about ways to advertise the event or share learnings, outcomes, or products
  - Make Things Accessible [Running Accessible Events Guide](#)
- Organizers are encouraged to share documentation from events, including academic, creative and knowledge mobilization outputs to help amplify learnings and impact. Some things to consider include:
  - You have the consent of all event participants whose image or ideas are included in the documentation, and these have been properly attributed to the authors. ([example consent form](#))
  - You have clarified how you would like the documentation to be shared and cited by others. [Consider tagging it with a creative commons license](#).

## Examples of Eligible Expenses

- Speaker, instructor, facilitator
  - [\[Policy\]](#) [\[Forms\]](#)
  - Typical costs: varies, usually \$250–\$3500 one-time rate
- Indigenous elders' honoraria and traditional gifts
  - [\[policy\]](#) [\[Forms\]](#) [\[protocols\]](#) [\[Elder protocols\]](#)
  - Indigenous elder: \$150/hr; 1-4hrs \$300
- Travel and reimbursements for speakers, elders, etc.
  - Reimbursing Parking on campus
  - Reimbursing Mileage & other ground transportation
  - Booking Flights
  - [Non-Employee Travel Expenses](#)
  - [Non-Employee Reimbursement form \(individual\)](#)
  - [Guest Travel and Expense Reimbursement Procedures \(Faculty of arts\)](#)
  - [Non-employee Travel Expense Payment Form \(Faculty of arts\)](#)
  - [Travel Processes & Expense Procedure, Travel Expense Claims](#)
- Food and non-alcoholic beverages
  - [Hospitality, Working Sessions/Committee Meetings and University Employee Functions Procedure](#) (UofA employees only)
- Rentals (e.g., SU plates and cup rental, equipment rental)
  - [Free reusable dishes rental](#)(free!)
  - [Student rental for event equipment \(tech etc.\)](#)
  - [https://www.library.ualberta.ca/selibraries\\_multimedia\\_equipment\\_lending](https://www.library.ualberta.ca/selibraries_multimedia_equipment_lending)
- Accessibility costs (e.g., ASL, captioning)
  - Public events pay for their own accessibility costs (ASL, captioning, disabled) students may be able to get some access costs covered, depending on event
  - [Planning for Accessibility Checklist \(1\).pdf](#)
  - Email [arrec@ualberta.ca](mailto:arrec@ualberta.ca) well in advance of your event to discuss accessibility and accommodations.
  - Outside ASL/CART paid as contractors: [Contracting for Services Procedure](#)
- Reimbursement for Materials (e.g., paper, glue, paints for zine making)
- Services (e.g., videographer, editor, designer, translator)
  - [Contracting for Services Procedure](#)
- Books and subscriptions
- Other: please detail