

PLANCKS Preliminaries Examples

August 7, 2018

1 Preliminary examples

A workshop was undertaken to plan model preliminaries with various (or no) budgets so as to act as a guide for new preliminaries.

1.1 1,500 € Central Europe

Assumptions: Central Europe is something like the Czech Republic.

Speakers are locals or willing to travel inside the country for free

Estimate is for 5-6 teams for 6 teams. This format is appropriate for most countries who can get affordable accommodation in youth hostels.

Budget:

Accommodation	20 € per-person per-night	80 € per-team per-night	1 night	400-480€
Food		5 € per meal	3 Meals	300-360 €
Snacks				100€
Finals Fee				500€
Gifts, Speakers, Printing				60€
			Max:	1500€

Day 1	Day 2
	Breakfast
Arrival	Lecture/City Tour
	Closing Ceremony
Lunch	Lunch
Competition	Travel
Dinner	

1.2 No Budget

It was the aim of this example to provide a model preliminary without a budget, and to include cost-saving tips so that any country can host a preliminary.

Universities will often provide rooms for societies free of charge. One can ask the physics department if they can provide materials/money for coffee breaks, which is common in department ran seminars and may fall under a more easier assessable budget.

One can charge the participants to attend the event. While ideally it should be free to attend so as not to deter anyone from entering, reasonable costs for food provided can be asked for, as they will need to eat anyway if they did not attend. It is suggested 10-20€ is an acceptable fee to ask for to cover food costs. An alternative is to host the dinner at a (cheap) restaurant or pub where the participants can buy their own food, this can be combined with an evening activity taking place there such as a scientific-themed pub quiz.

Having the event being only one night substantially cuts down on accommodation costs. Check with your university if they allow you to use university facilities. It is quite common in events to be able to sleep in a university sports-hall (crash mats make comfy beds) or lecturer theatre/rooms. This will cause accommodation to be free and you only need to request participants bring their own sleeping bag. An alternative is to ask physics students within your university to provide their own accommodation for the participants.

	Day 1	Day 2
		Breakfast
	small opening	Lab Tour
12:00	Competition	Closing Ceremony
		Optional Lunch
16:00	Local Speaker	
18:00	BBQ	

Notes on timetable:

- Competition room space is the limiting factor. While it's best to have a room per team, one can fit 3-4 teams in a lecture theatre with a moderator present. Remote participation is also available.
- You can ask for a small contribution from the participants for the BBQ dinner
- The breakfast can be held within the department with supplies being bought via a supermarket
- By starting the event after lunchtime and ending it before lunchtime, one avoids having to pay to provide lunch for the participants. You can ask for partial payment for the optional Sunday lunch.

£6000 Preliminary in United Kingdom

Timetable

	Saturday 24/2/18	Sunday 25/5/18	
10:00	Students arrive in London	Check out + travel	
10:30		Marking	
11:00			Guest Lecture
11:30	Registration	Refreshments	
12:00	Welcome / Competition Rules		
12:30	PLANCKS COMPETITION	Guest Lecture	
13:00		Closing Ceremony + Award Presentation	
13:30			
14:00		Science Museum Trip	
14:30			
15:00			
15:30			
16:00			
16:30			
17:00		Refreshments /Travel to IOP	Departure
17:30			
18:00	Guest Lecture	Marking	
18:30	Workshop/ Guest Lecture		
19:00			
19:30			
20:00	Free Time/Hostel check in	Evening Activity	
20:30			
21:00			
21:30			
22:00			

Notes

This is the actual budget and timetable of NC UK & Ireland PLANCKS Preliminary 2018.

There was 22 teams for the two day event.

Major costs was accommodation (Youth Hostels) and Food.

Budget

Predicted expenditure				
Costs	Unit Cost	# Units	Total	Notes
Accommodation 1	30	61	1830	YHA - Thameside
Accommodation 2	60	1	60	YHA - Thameside
Catering (Coffee Sat 11:30)	2.55	35	89.25	
Catering (Sandwiches Sat 17:00)	11	85	935	
Catering (Brunch Sun 11:30)	4	85	340	
AV at IOP	1	0	0	
IOP Security	306	1	306	
IOP Goodies	50	1	50	
1st Prize (travel)	160	4	640	
2nd Prize (travel)	160	4	640	
Croatia Participation Fee	240	2	480	
Speaker Expenses	200	1	200	
			5570.25	

L&SE Branch	1	1000	1000	For Croatia
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Total IOP	4570.25
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Actual expenditure				
	Item	Unit Cost	# Units	Total
Accommodation	Booking 1	22	56	£1,232.00
	Booking 2	26	6	£156.00
	Booking 3 (private room)	30	1	£30.00
Catering - Saturday	Tea, coffee & biscuits	35	2.55	£89.25
	Sandwich lunch	85	10.65	£905.25
	Fruit juice	20	3.65	£73.00
	Bottled water	23	1.85	£42.55
Catering - Sunday	Fruit bowl	3	2.5	£7.50
	Tea, coffee & pastries	85	3.9	£331.50
Staff costs	AV support	1	530	£530.00
	Security	288	1	£288.00
	Additional staff (Karen)	300	1	£300.00
Additional costs	IOP Goodies	10	1	£10.00
	1st Prize (travel)	160	4	£640.00
	2nd Prize (travel)	160	4	£640.00
	Croatia Participation Fee	240	2	£480.00
	Speaker Expenses	322.63	1	£322.63
Total				£6,077.68

L&SE Branch	1	1000	£1,000.00
Refund from YHA	1	21.6	£21.60

Total IOP	£5,056.08
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