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LINXS LUND INSTITUTE OF ADVANCED  
NEUTRON AND X-RAY SCIENCE

LINXS Management

## LINXS Principles on fees for activities

Charging fees can be a tricky issue, especially considering the non-profit and academic setting of LINXS. However, sometimes it is the only way to cover the cost of a successful event. The main principles to consider in this case are:

1. LINXS should promote open science for all;
2. LINXS should not promote for-profit activities;
3. LINXS should place a premium on engaging Early Stage Researchers (ESRs) whenever possible;
4. LINXS must honour its commitment to its member and partner organisations;
5. LINXS must honour any constraints due to collaborations or project funding.

In view of the principle of open science (1), it is not appropriate, in general, to differentiate fees by type of organisation. If there are private companies that stand to gain a lot from their involvement, it is preferable to have them co-sponsor an event, which can be done in many ways by covering specific activity costs (e.g. dinner or catering, a prize, a sub event, an excursion, travel, etc.). The contributed cost should be in cash. Give-aways, product samples, etc. are not allowed.

When it is appropriate to charge a participation fee - for instance for a specific course or similar - people employed at universities in Sweden are, in general, not allowed to be paid for their contribution unless the organisation of the event is done together with their corresponding unit for commissioned education.

In view of principle 2, any fees should help cover costs, not to create a surplus.

As it is part of LINXS' mission to educate and foster new users, it is clear that engaging ESRs is important, hence principle 3.

In view of principle 4, LINXS members and partners support LINXS as an organisation. In recognition of this, LINXS undertakes to plan for a reduced fee in certain circumstances and for a given set of people from the member or partner organisation. In the activity-planning phase, it is therefore appropriate to set a discounted fee for these people (at a level of 15%-20%).

In view of principle 5, some activities are co-organised, and/or might have constraints on fees and discounts mandated by external funding sources (such as EU funded projects). It is thus important to respect those.

In addition to the above principles, potential fees also depend on the type of LINXS involvement in an event, i.e. if an activity is fully funded by LINXS, co-organised, or only hosting.



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As a rule, the activity organising committee decides how they want to set up an event, although it is important that this is done in dialogue with the corresponding Core Group and LINXS Science Activities manager. It is always advisable to discuss potential fees before information of an event is made public in order to avoid misunderstandings.

## Information and Guidelines in the LINXS Handbook

LINXS is translating the above principles into concrete information and guidelines addressed to the activity organising committee. The following is included in the [LINXS Handbook](#), section "Can/should we have a fee for our event?".

### General principles

First and foremost it is up to the working group that organises an event, together with LINXS support staff, to see if a fee is appropriate given the available budget. Larger events like conferences and symposia often do have a fee. LINXS is a lean and largely taxpayer or donor-funded organisation, which often depends on voluntary engagement from its community. It is therefore as a matter of principle not appropriate (and in some cases illegal) that anyone makes a profit from events organised wholly or partly at LINXS' expense. It is also in general not appropriate for funding to go towards salaries, honorariums, or similar for appearing or teaching at an event. For most employees of universities in Sweden, a contribution to the salary for teaching or lecturing is highly regulated via their respective units for commissioned education. As a rule of thumb, if it is not interesting enough for researchers to contribute to a school or event for its and their own sake, LINXS should not fund it.

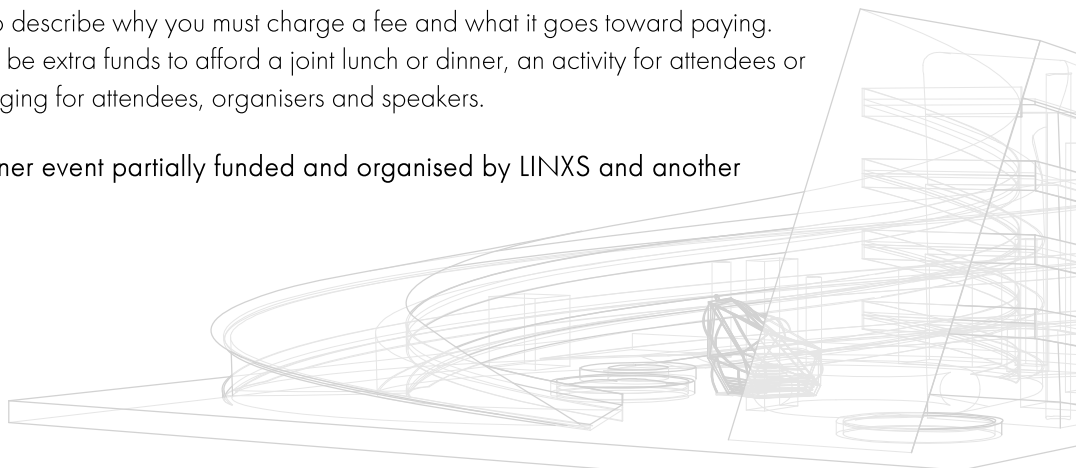
However, it can be appropriate to charge a fee if the funding budgeted or obtained for the event does not fully cover what one wishes to do. If in doubt, do not hesitate to discuss this with the Science Activities Manager and the LINXS management. There are usually three main cases to consider:

#### 1. The event is fully funded by LINXS

If you are planning to charge for an event, please budget for and consider:

- A reduced fee for graduate students and early stage researchers where appropriate;
- A reduced fee for LINXS member and partner organisations;
- Taking care to describe why you must charge a fee and what it goes toward paying. Examples can be extra funds to afford a joint lunch or dinner, an activity for attendees or travel and lodging for attendees, organisers and speakers.

#### 2. The event is a partner event partially funded and organised by LINXS and another source or sources





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In this case, the definition of fees might involve principles also linked to another funding source. For instance, any discounts to a charged fee might be extended to a wider consortium depending on a specific project or initiative that the funding of the event is linked to. Please take care to:

- Specify what the funding sources are in materials promoting the event, and include not only LINXS logo, but the other sources' logos;
- Describe which fees apply, to whom and why;
- Decide how the registration will happen and how to communicate data on attendees etc. to LINXS' Science Activities Manager.

### 3. The event is hosted by LINXS

An event that is only located at LINXS, without funding from LINXS or participation of LINXS in the organisation, is considered to be a "hosted event". Such events will still, generally, be of relevance to the LINXS core mission. In this case, it is largely up to the organisers how they run the event and, for example, if they wish to charge a fee; LINXS is only loosely associated with the event and visible via its name and logo. As a matter of course, a general number of attendees should be communicated to LINXS whenever possible, but LINXS does not sponsor the event in any other major way. LINXS reserves the right to not be associated with events that are unbecoming to a non-profit based organisation. LINXS can announce the event via its website, decided on a case-by-case basis in accordance to the event's relevance to synchrotron and neutron science.

