

Contribution regulations of the Swiss Political Science Association (SPSA)

1. General information

1.1 Scope of application

These contribution regulations apply to all working groups of the Swiss Political Science Association (SPSA) as well as to members and non-members who organize events within the framework of the SPSA.

1.2 Basic provisions

As a rule, the costs for a maximum of one two-day event per year are covered per working group (costs of the working groups, see point 7).

The entitlement to and amount of expenses is governed by the SPSA expenses regulations.

2. Working groups

2.1 Events during the annual congress

Those responsible for the working groups can apply for financial support for the following contributions for events within the framework of the annual congress:

- Fees for speakers who are not members of the working group: Daily flat rate max. CHF 300. If no fee can be paid, the commitment can be thanked with a non-alcoholic gift (max. CHF 30.-).
- Expenses for speakers who are not members of the working group in accordance with the expense regulations

2.2 Events outside the annual congress

The persons responsible for the working groups can apply for financial support for the following contributions for the events of the working groups:

- Room rental, unless it is a university room (in principle, rooms provided free of charge by the universities should be used for working group meetings).
- Catering costs: coffee break, lunch; dinner; max. CHF 50 per participating person per day (alcoholic drinks are not paid for)
- Fees for speakers who are not members of the working group: Daily flat rate max. CHF 300. If no fee can be paid, the commitment can be thanked with a non-alcoholic gift (max. CHF 30.-).
- Expenses for speakers who are not members of the working group in accordance with the expense regulations

2.3 Other formats

Other formats that are not organized by working groups, e.g. symposia, round tables, discussion evenings, can also be funded. The modalities described above can be adapted depending on the format and applications are evaluated individually.

3. Administrative provisions

3.1 Applications

Applications for events during the Annual Congress must be submitted electronically to the Quaestor and to the Association's office by March 25. Subsequent costs will not be supported.

Applications for events outside of the annual congress must be submitted electronically to the Quaestor and the Association's office at least two months before the event. Subsequent costs will not be supported.

The decision on the application will be communicated directly to the event organizer by the Quaestor. The statement of account must be submitted to the Association's office as soon as possible, but no later than one month after the event, together with all receipts for expenses and the account details for the reimbursement of contributions.

Up to CHF 2000, the President and the Quaestor decide; from CHF 2001 to CHF 5000, the Standing Committee decides on applications.

3.2 Participation fees

For members of the association, participation must be free of charge if the membership fee for the current year has been paid. Non-members should pay a participation fee of at least CHF 60. The list of participants must be sent to the Association's office prior to the event for possible invoicing to non-members.

4. Entry into force

The contribution regulations were approved by the Standing Committee on June 13, 2024. They enter into force immediately.