

Checklist Conference Childcare University of Innsbruck



Before the (conference) call/invitation

- ✓ Contact the Family Service team well in advance. We will support you in organizing childcare during your event.
- ✓ Consider the time frame you would like to provide childcare.
- ✓ Make sure you have a budget for childcare. For orientation: 20 €/childcare person/h (please refer to the [information on conference childcare](#) for the childcare key). Consider how the costs will be covered (from the conference only, parent contribution, both, etc.).
- ✓ If necessary, plan to provide meals for the children and caregivers (e.g. as part of catering). Depending on the program, meals can be eaten during the lunch break with the parents or within the childcare.
- ✓ When planning the location, don't forget to reserve a suitable room close to the conference location and with lavatories in the immediate vicinity. Make sure barrier-free access (baby strollers).

With the call for papers/invitation

- ✓ Point out the possibility of childcare at an early stage (e.g. in the call for papers and on the conference homepage). We recommend that you determine in advance if there is a need for childcare at all.
- ✓ Provide a registration form. Make sure that parents/guardians also receive the parent information sheet, which they must sign and return no later than the first day of care. Ask the parents/guardians for binding feedback.
- ✓ Give a deadline for registration (about 5 weeks before the start of the event).
- ✓ Create a list with the name and age of the children.

5-6 weeks before start of the event

- ✓ Please send the exact period of childcare, number and age of the children as well as all information/data relevant for the childcare to the Family Service team (familienservice@uibk.ac.at) by the date agreed with us.
- ✓ Do not forget to include a preparation and follow-up time of at least 30 min daily in addition to the actual care period.

Just before start of the event

- ✓ Provide a contact person from the organization team for the caregivers and parents/guardians. This person should also receive the KidsBox and check regularly if everything is in order or help is needed.
- ✓ The childcare room should be accessible to the caregivers half an hour before the start (key/unlock chip).
- ✓ If possible, provide water and healthy snacks.
- ✓ Inform the family service team/childminders of last-minute cancellations.

After conference

- ✓ Submit the contracts (part-time (Nebentätigkeit)/case-by-case employees (fallweise Beschäftigte)) to the Human Resources Department and process the payment; the childcare providers will send you a detailed list of their childcare hours. The Family Service team will be happy to assist you in preparing the contracts.
- ✓ The team of the family service is happy to receive feedback and suggestions for improvement after the event. We can arrange a feedback meeting if desired and possible.