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## Childcare during Conferences



Photo: fotolia/ Dominique Luzy



Photo: Centrum für Hochschulentwicklung / David Ausserhofer

## Childcare during conferences

For many parents, attending a conference or other public event is impossible without childcare, making this service an important way to ensure compatibility between an academic career and family life. The Family Support Center of Freie Universität advises the Departments and other units on providing appropriate childcare options.

This brochure provides a quick summary of the aspects that need to be taken into account when organizing events involving childcare.

### Planning and invitations

The availability of childcare during a conference should be pointed out as an attractive option right from the start, beginning during the planning stage and when the event is first announced. The childcare registration form should be sent together with the invitation.



Space equipment by the childcare agency

Photo: Agentur Pünktchen

### Financing

The event planning staff at the specific Departments and other units is responsible for matters involving financing of childcare during a conference. The costs vary according to the number of children and their ages. The costs of caring for six children from the ages of three to ten for a two-day event lasting seven to nine hours each day come to about € 1,200.00. This figure includes staffing costs, materials and supplies for the space used, and insurance coverage. Lower-priced alternatives are available if fewer children (one or two) are registered.

### Assistance from the Family Support Center

We recommend that you contact the Family Support Center early in the process of planning and implementing childcare during a conference. The Family Support Center assists conference organizers by providing experienced, practical help:

- Referrals to childcare agencies
- Boilerplate text for the invitation, including noting that professional childcare is offered during the conference
- Sample registration forms for children
- Checklist including everything from registration to finding an appropriate space and childcare guidance

To download information and forms relating to childcare during conferences, please visit

[www.fu-berlin.de/familienbuero/kinderbetreuung/konferenzbetreuung](http://www.fu-berlin.de/familienbuero/kinderbetreuung/konferenzbetreuung)

### Contact

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