# Checklist for Current Organisers: Running a LMS EVENT

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| ***Item*** | Done? |
| 1. ***Publicity***    1. Liaise with the LMS to prepare posters and publicity    2. Publicise the event as widely as possible.    3. Include LMS logo and other logos, if applicable, on **all** publicity including the website for the event. |  |
| 1. ***Claim Forms***     1. Submit claim form for the reception/dinner funding after the event and no later than 31 July of Year X. |  |
| 1. ***Venue***    1. Clear signage; to/from the lecture hall, catering area, toilets etc. Use the LMS logo and other logos, if applicable.    2. Be accessible to everyone. |  |
| 1. ***AV***    1. Check speakers’ AV requirements.    2. *If a hybrid meeting is planned, please note that there is guidance on running hybrid meetings, which was produced in partnership with the INI and ICMS, available on the LMS website here: https://www.lms.ac.uk/sites/default/files/inline-files/Supporting%20Hybrid%20Meetings%20%28updated%20July%202022%29.pdf* |  |
| 1. ***Programme***    1. Include time at the start for house-keeping. |  |
| 1. ***Registration***    1. Online registration prior to the meeting for numbers.    2. Have name badges available. |  |
| 1. ***Newsletter Report & Photographs***    1. Newsletter reports should be:  * Written by an audience member * Approx. 300 words long * Informal but include details of the scientific content of the meeting. * Submitted to Susan Oakes ([newsletter@lms.ac.uk](mailto:newsletter@lms.ac.uk))   1. Photographs should be taken at the meeting and also sent to Susan Oakes for inclusion in the Newsletter. Remember to include the correct copyright permissions. |  |