

## Checklist for Prospective Organisers: Planning a LMS Society Meeting

<u>Item</u>	Done?
<p>1. <b><u>Speakers at Society Meetings and Workshops</u></b></p> <p>a. Alert invited speakers at Society Meetings that their talks must be accessible to PhD students and a general mathematical audience. Suggestion for wording is in the Notes for Organisers.</p> <p>b. Include at least 20% female speakers. The Society expects that the organisers of Regional Society Meetings and Workshops will invite both male and female speakers.</p> <p>c. Consideration should be given to the provision of mechanisms to enable participation by people with children or family responsibilities. The full statement of the Society's policy on Women in Mathematics is available at:  <a href="http://www.lms.ac.uk/sites/default/files/Mathematics/wim_statement.pdf">http://www.lms.ac.uk/sites/default/files/Mathematics/wim_statement.pdf</a></p>	
<p>2. <b><u>Timing</u></b></p> <p>a. Liaise with your Regional Representative and/or the Programme Secretary to confirm availability in the LMS Programme of Society Meetings.</p> <p>b. Check the Notes for Organisers for further information on months to avoid.</p>	
<p>3. <b><u>Venue</u></b></p> <p>a. Should be reasonably accessible for LMS members who wish only to attend the Society Meeting.</p>	
<p>4. <b><u>Programme</u></b></p> <p>a. Schedule Society Meeting for a day that enables members and non-members from nearby universities to attend</p> <p>b. Allocate 15 minutes for the Opening of the Society Meeting and the Society Business</p> <p>c. Organise a reception and Society Dinner to take place on the same day as the Society Meeting.</p>	
<p>5. <b><u>Proposals</u></b></p> <p>a. Proposals should contain details of:</p> <ul style="list-style-type: none"> <li>• proposed topic for the workshop.</li> <li>• the scientific programme, including its accessibility.</li> <li>• speakers for the Regional Society Meeting. The list should include speakers' names, brief addresses (i.e. institution, town and country) and areas of expertise. Please indicate any who have provisionally accepted an invitation to attend and the gender of all speakers. If no female speakers have been invited, you must give reasons.</li> <li>• dates.</li> <li>• an outline budget.</li> <li>• details of additional funding, including any departmental support in kind.</li> <li>• compliance with the Society's Women in Mathematics policy.</li> </ul> <p>b. Should be submitted to the Regional Representative by 15 September of year <math>x - 1</math>.</p>	