

## LMS Regional Society Meetings and Associated Workshops

The LMS Regional Society Meetings & Workshops aim to bring together mathematicians from universities in one of the three main LMS regions in the UK;

- The Northern Region
- The Midlands Region
- The South West & South Wales Region

The idea is to further cement the collaborations between universities in these regions as well as for the Society to maintain contact with its current members and to promote the LMS to prospective members. Mathematicians from outside these regions (including mathematicians based overseas) are also welcome to attend a LMS Regional Society Meeting & Workshop.

Each LMS Regional Society Meeting has a programme of 2-3 lectures, which can focus on a particular area of mathematics and which are aimed at a general mathematical audience. LMS Regional Society Meetings are generally associated with a specialised workshop.

These guidelines are for prospective and current organisers and include:

1. A typical format for LMS Regional Society Meetings and Workshops
2. Dates and Venues
3. Funding Information
4. Practical Information for proposing and hosting a LMS Regional Society Meeting & Workshop.
5. Proposals to host an LMS Regional Society Meeting & Workshop should be submitted by **15 September** of the year before the LMS Regional Society Meeting & Workshop is due to take place.

Proposals should be submitted to the relevant Regional Representative:

- The Northern Region – Mike Prest (Manchester)
- The Midlands Region – Chris Parker (Birmingham)
- The South West & South Wales Region – Tomasz Brzezinski (Swansea)

### **1. LMS Regional Society Meeting and Workshop Format**

The LMS Regional Society Meeting:

- is opened by the Society's President (or deputy) with items of Society business e.g. elections to membership, opportunity for members to sign the Members' Book (which dates back to 1865).
- consists of 2-3 lectures that focus on a major field of current mathematical research
- is aimed at a general mathematical audience
- is followed by a wine reception and Society Dinner.
- typically takes place at the organiser's home institution
- can take place before/during/after the associated Regional Workshop.

The LMS Regional Workshop\*:

- is associated with the Regional Society Meeting
- is a specialist workshop for a major field of current mathematical research
- takes place over 3-4 days
- typically takes place at the organiser's home institution

\*It is possible to vary from this model, for example, previous Regional Society Meetings have been associated with a short instructional school for Graduate Students.

## 2. Dates and Venues

### a. Dates

As the LMS typically runs 7-8 Society Meetings per calendar year, the Society is keen to spread the events across the calendar year. Generally, the following months should be avoided as the Society usually holds other Society meetings at these times;

- February; Mary Cartwright Lecture and Society Meeting
- April; Society Meeting at the BMC
- July; General Meeting of the Society in London
- November; the Society's Annual General Meeting

LMS Regional Society Meeting & Workshops should also not be scheduled to take place in August.

In order to avoid having more than one LMS meeting in any given month, the regional organisers will be asked to choose (at the Programme Committee in October of year n) one of the free months in year n+2 for the regional meeting.

*Prospective organisers should contact their regional representative as soon as possible before submitting their proposal to confirm their preferred dates for the Regional Society Meeting and Workshop. Dates should always be checked before they are finalised.*

In the event that more than one Society meeting might take place in any given month, then this will be confirmed by the Programme Secretary.

### b. Venues

The venue should be reasonably accessible for LMS members who wish only to attend the Society Meeting.

The venue for each Regional Society Meeting should change each year with a different institution hosting the Regional Society Meeting each time. All departments in the region are given every opportunity to take part in hosting a Regional Society Meeting and Workshop.

*Prospective organisers should contact their regional representative to check whether their institution has recently held a Regional Society Meeting.*

## 3. Speakers

### (a) LMS Regional Society Meeting Speakers

The talks at the LMS Regional Society Meetings should be accessible to a general mathematical audience and organisers should alert their speakers to this when issuing invitations. A suggestion for wording is given below:

*“The LMS Programme Committee wishes to stress that lectures at Society meetings need to appeal to the general membership of the Society. This means that context and motivation are important, that the broad sweep of the ideas are favoured over technical details, and that visual materials are attractive and can be understood from the back of the room. The advice regarding the level of technical detail is: “aim low and then halve it”. Further: titles of talks and published abstracts need to convey that the talk will appeal to a general LMS membership, and therefore need to be expressed in words understandable to a final year undergraduate. Society meetings are not specialist workshop talks, and must be, and be seen to be, accessible and interesting. A lecture at a Society meeting is a great opportunity to convey the excitement and vibrancy of a speaker’s research area to a wider mathematical audience.”*

(b) Women in Mathematics

As an advocate of the advancement of women in mathematics, the Society expects the LMS Regional Society Meetings & Workshops to accommodate at least 20% female speakers, as far as this is possible.

#### **4. Funding Information**

The London Mathematical Society offers **£5,000**, as follows;

(a) £4,500 is for the LMS Regional Society Meeting & Workshop

The LMS will fund:

- Speakers’ expenses, namely actual travel, accommodation and subsistence expenses.
- Attendance for research students registered at UK universities
- Attendance for participants from Scheme 5 or fSU countries.

Except for the above two categories, the LMS does not pay for attendance at the Workshop.

(b) £500 is for the support of attendance at the LMS Regional Society Meeting & Workshop

The LMS will fund:

- Travel and accommodation costs of LMS members, who should apply direct to the LMS Regional Society Meeting & Workshop organisers.
- Travel and accommodation costs of research students registered at UK universities

Except for the above two categories, the LMS does not pay for attendance at the LMS Regional Society Meeting & Workshop

Please note research students may be funded from both parts of the budget, as follows: travel and one night's accommodation may be funded from (b), and additional costs to attend the workshop should be funded from (a).

*The LMS will not normally fund room hire, secretarial costs and publicity.*

There must be no registration fee for the LMS Regional Society Meeting, and there is normally no fee for the workshop. When there is such a fee it is modest, and in any case Programme Committee would not accept a registration fee being used to cover excessive room hire charges. De Morgan House may be able to help with secretarial support and publicity.

## 5. Practical Information

### Proposals

The following timetable will normally be adhered to:

October year x – 2	Regional Representatives agree possible months for each regional meeting to take place in year x at the Programme Committee meeting.
Mid- February year x-1	LMS advertises call for potential organisers via the LMS Regional Reps to host a Regional Meeting in year x
15 September year x-1	Deadline by which to submit a proposal for a Regional Society Meeting in year x to the relevant Regional Rep.
October year x – 1	Proposal considered at February meeting of Programme Committee
Late October/early November year x- 1	Organiser notified of decision and offer letter/claim form/report form sent.
November year x-1 – Date of Regional Society Meeting in year x	LMS Regional Society Meeting & Workshop publicised in LMS Newsletter, LMS website, LMS members e-Update, Regional Society Meeting website etc
Year x	LMS Regional Society Meeting & Workshop take place
3 months after Regional Society Meeting	Report and any outstanding claims due
<i>Please note “year” here refers to the calendar year.</i>	

Prospective organisers are invited to suggest a topic and lecturers for the meeting and workshop, which they should be prepared to organise at their own institution or a suitable conference centre.

The **deadline to submit proposals is by 15 September of year x - 1** before the LMS Regional Society Meeting and Workshop is due to take place.

Proposals should contain details of

- proposed topic for the workshop
- the scientific programme
- speakers for the Regional Society Meeting
- dates
- an outline budget
- details of additional funding, including any departmental support in kind.

Please submit all proposals to the relevant Regional Representative:

- The Northern Region – Mike Prest (Manchester)
- The Midlands Region – Chris Parker (Birmingham)
- The South West & South Wales Region – Tomasz Brzezinski (Swansea)

Enquiries about the LMS Regional Society Meetings & Workshops should be directed to the relevant Regional Representative.

All proposals are considered at the October meeting of Programme Committee and the potential organiser will be notified of the outcome shortly after.

#### *Running a LMS Regional Society Meeting & Workshop*

Once the proposal has been approved by Programme Committee, the organiser will be contacted by the LMS with an offer letter.

#### The organiser will be expected to:

- Make local arrangements including accommodation etc
- Liaise with the LMS to prepare posters and publicity
- Liaise with the Regional Representative, as necessary.
- Publicise the event as widely as possible.
- Publicise the event as the LMS Regional Society Meeting and Workshop unless otherwise agreed with the Society
- Utilise the funds of £5,000 as described above in Funding Information
- Submit Financial and Academic Reports to the LMS within three months after the event.
- Write an informal scientific report of the meeting for the LMS *Newsletter*. (This can be delegated to a participant at the meeting and workshop)

#### The LMS will:

- Send a formal offer letter, claim form and report form to the organiser
- Liaise with the organiser to prepare posters and publicity
- Publicise the event as widely as possible.
- Send emails to the LMS Departmental Reps in the relevant region.
- Prepare the short presentation for the Society Business at the start of the meeting
- Be represented by the President (or deputy), the Programme Secretary and the Membership & Activities Officer. The Executive Secretary may also attend from time to time.

Last updated, March 16