Contents

CHECKLIST FOR PROSPECTIVE ORGANISERS: PLANNING A LMS SOCIETY MEETING

Item	Done?
1. ***Speakers at Society Meetings and Workshops*** 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. 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. 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: www.lms.ac.uk/sites/default/files/files/Council%20Statment%20on%20Women%20in%20Mathematics_0.pdf d. Additionally, please note the following advice on diversity at conferences/workshops/seminars: www.lms.ac.uk/sites/default/files/files/Updated%20Council%20Statement%20on%20Diversity%20in%20Mathematics.pdf	
2. ***Timing*** a. Liaise with your Regional Representative and/or the Programme Secretary to confirm availability in the LMS Programme of Society Meetings. b. Check the Notes for Organisers for further information on months to avoid.	
3. ***Venue*** a. Should be reasonably accessible for LMS members who wish only to attend the Society Meeting.	

4. _Programme_	
a. Schedule Society Meeting for a day that enables members and non-members from nearby universities to attend b. Allocate 15 minutes for the Opening of the Society Meeting and the Society Business c. Organise a reception and Society Dinner to take place on the same day as the Society Meeting.	
5. _Proposals_	
a. Proposals should contain details of:	
• proposed topic for the workshop. • the scientific programme, including its accessibility. • 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. • dates. • an outline budget. • details of additional funding, including any departmental support in kind. • compliance with the Society's Women in Mathematics policy.	
b. Should be submitted to the Regional Representative by 15 September of year x – 1.	

CHECKLIST FOR CURRENT ORGANISERS: RUNNING A LMS SOCIETY MEETING

Item	Done?
1. _Publicity_	
a. Liaise with the LMS to prepare posters and publicity b. Publicise the event as widely as possible. c. Include LMS logo on **all** publicity including the website for the event.	
2. _Claim Forms & Report Forms_	
a. Submit claim form for 50% of funding up to 6 months prior to the meeting.	

b. Submit claim form for remaining funding with the report form up to 3 months after to the meeting.		
3. _Venue_ a. Clear signage; to/from the lecture hall, catering area, toilets etc. Use the LMS logo. b. Be accessible to everyone. c. Include a table for display of the Members' Book for signing.		
4. _AV_ a. Check speakers' AV requirements.		
5. _Programme_ a. Include a minute at the start for house-keeping. b. Allow 10-15 minutes for the Society business e.g. signing of the Members' Book.		
6. _Registration_ a. Online registration prior to the meeting for numbers. NB: Be prepared for members to attend on the day without registering. b. Have name badges available. c. Have claim forms available, where applicable.		
7. _Newsletter Report & Photographs_ a. 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) b. 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.		