

# GUIDELINES FOR LMS REGIONAL SOCIETY MEETINGS AND ASSOCIATED WORKSHOPS

*These guidelines are for prospective and current organisers.*

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.

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 – Karin Baur (Leeds)
- The Midlands Region – Wael Bahsoun (Loughborough)
- The South West & South Wales Region – Tomasz Brzezinski (Swansea)

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## 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 in a mathematical field typically related to the Workshop. Talks in Regional Society Meeting can be peripheral to the workshop topic so as to give a broader perspective of the topic, including the context and impact of the area. The talks can include a public lecture or a history of mathematics talk, for example. Examples of good past talks at previous meetings are available on the Society's website.
- 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
- should take place on the first day of 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.

### GRADUATE STUDENT MEETING:

- is optional
- can be a morning session on the day of the Regional Meeting
- can include an introductory lecture about the topic of research at the Regional Meeting
- can include opportunities for Graduate Students to present their own research,
- is supported by further funding, if held, see Funding Information below for more details.

## 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 Society, Lectures and Meetings Committee meeting 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 Chair of the Society, Lectures and Meetings Committee.

## 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.*

*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>*

## SPEAKERS

### 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 Society, Lectures and Meetings 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."*

## 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. A copy of the Society's policy on [Women in Mathematics](https://www.lms.ac.uk/sites/lms.ac.uk/files/Council%20Statment%20on%20Women%20in%20Mathematics_0.pdf) is available to view on the LMS website here: [https://www.lms.ac.uk/sites/lms.ac.uk/files/Council%20Statment%20on%20Women%20in%20Mathematics\\_0.pdf](https://www.lms.ac.uk/sites/lms.ac.uk/files/Council%20Statment%20on%20Women%20in%20Mathematics_0.pdf)

*Please also note the following advice on diversity at conferences/workshops/seminars on the LMS website here: [www.lms.ac.uk/adviceondiversityatconferencesandseminars](http://www.lms.ac.uk/adviceondiversityatconferencesandseminars)*

## FUNDING INFORMATION

The London Mathematical Society offers **£4,500**, as follows;

(a) £4,000 is for the LMS Regional Society Meeting & Workshop

The LMS will fund:

- Speakers' expenses, namely actual travel, accommodation, subsistence, and caring 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

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.

*The £500 funding to support members' and research students' attendance should be added to announcements and on the web pages. The £500 travel funding should be ring-fenced from the rest of the LMS funding and noted in the report.*

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

Society, Lectures and Meetings 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.

(c) A further **£1000** is available to support a Graduate Student Meeting, should the organisers wish to hold one.

The LMS will fund:

- Travel, accommodation, subsistence and caring costs for research students.

## 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 Society, Lectures and Meetings 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	Proposals considered at October meeting of Society, Lectures and Meetings Committee
Late October/early November year x- 1	Organisers 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
2 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; please ensure that at least one speaker is from the Region and, if a hybrid meeting is planned, please ensure that at least two speakers give their talks in-person.
- dates
- an outline budget
- details of additional funding, including any departmental support in kind.
- compliance with the Society's Women in Mathematics policy.
- Sustainability: The Society aims to reduce the environmental impact of its activities, while maintaining their high quality and overall effectiveness. To help us to shape future policies aimed at achieving this objective, please tell us about any actions that you intend to take to mitigate any harmful environmental effects the proposed activity may cause. The Society maintains a webpage of examples of actions for reducing the harmful environmental effects of its activities – <https://www.lms.ac.uk/policy/sustainability>

Please submit all proposals to the relevant Regional Representative:

- The Northern Region – Karin Baur (Leeds)
- The Midlands Region – Wael Bahsoun (Loughborough)
- 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 Society, Lectures and Meetings 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 Society, Lectures and Meetings Committee, the organiser will be contacted by the LMS with an offer letter.

### GUIDELINES TO INCREASING THE VISIBILITY OF THE MEETING

- More marketing of events through various platforms (Facebook, twitter).
- Post and promote with hashtags on Twitter.

### GUIDELINES TO INCREASING ACCESSIBILITY OF MEETING

- Accommodate to attendees using assistive hearing aid by having an induction loop facility or hiring one.
- If required, include ramped access where necessary for mobility impaired people.
- Provide facilities for service dogs for the sight impaired.
- Have seating reserved for attendees who present the following:
  - Hearing impaired to be seated closely to interpreters, captionists, note-takers.
  - Vision impaired.
  - Short-statured.
  - Sign interpreters.
  - Wheelchair users.
- Have a scent-free meeting venue for people with scent sensitivities or allergies.
- Provide alternative sources to access information after the event (video streaming and handouts).

#### THE ORGANISER WILL BE EXPECTED TO:

- Make local arrangements including accommodation etc;
- Consider any actions to mitigate any harmful environmental effects the proposed activity may cause. The Society maintains a webpage of examples of actions for reducing the harmful environmental effects of its activities – <https://www.lms.ac.uk/policy/sustainability>.
- Liaise with the LMS to prepare posters and publicity;
- Liaise with the Regional Representative, as necessary;
- Publicise the event as widely as possible across various media platforms;
- Publicise the event as the LMS Regional Society Meeting and Workshop unless otherwise agreed with the Society;
- Manage participants' registration; a template registration form is included in Annex I;
- Ensure the event is well sign-posted on the day and during the week; template signs are included in Annex II;
- Utilise the funds of £4,500 as described above in Funding Information;
  - If applicable, funding for a Graduate Student Meeting can also be used;
- Submit Financial and Academic Reports to the LMS within two 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;
- Send a copy of these guidelines to the organiser;
- Liaise with the organiser to prepare posters and publicity;
- Publicise the event as widely as possible across various media platforms;
- 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 SLAM Chair and a member of LMS staff.  
The Executive Secretary may also attend from time to time.

Last updated: August 2022

## ANNEX I - TEMPLATE REGISTRATION FORM

### Privacy Statement

*The VENUE is a [UK University / conference venue]. Data provided by you on this form will be stored securely by the VENUE and used in relation to your attendance at the LMS Invited Lecture Series under the lawful bases "Contract" and "Legitimate Interests". Personal data will be shared may be shared with the external venue to ensure that we can cater for your needs while attending the event and to facilitate its organisation. You have the right to object to the processing of your personal data that we carry out and the right to access any of your personal data held by the VENUE. For further information about how the VENUE processes personal data, please see the VENUE privacy notice.*

### Meetings Registration

Formal Title

\*

First name

\*

Last name

\*

Email address

Institution/Employer

Please let us know if you have any special requirements e.g. access/dietary requirements so that we may be able to accommodate your attendance.

Permission to appear in recordings:

Subject to speaker approval, seminars will be recorded. These recordings MAY capture images of participants during the talks and/or Q&A sessions. Are you happy for recordings which capture your image to be made available? \*

\*

☐ Yes ☐ No

LMS Newsletter Report

Would you like to be contacted about writing a short report on this meeting for the LMS Newsletter? The LMS Newsletter features reports about its Society Meetings for members who were unable to attend the meeting. Examples of previous reports of LMS Meetings in past issues of the LMS Newsletter can be found on the website here: [www.lms.ac.uk/publications/lms-newsletter-back-issues](http://www.lms.ac.uk/publications/lms-newsletter-back-issues)

\*

☐ Yes ☐ No

Thank you for your interest in the London Mathematical Society Meeting. To help us manage the Society Meetings effectively, please tell us where you saw the Society Meeting advertised (please tick all that apply)

\*

☐ LMS Website



☐ LMS Newsletter

☐ LMS Members' e-Update

☐ From my LMS Rep

☐ From my Head of Department

☐ From my supervisor

☐ From my colleague/friend

☐ From social media

☐ From a mailing list

☐ From another Society

If you heard about the Society Meeting from a mailing list, social media, another Society and/or another source not listed here, please specify the name of the mailing list, the social media platform, the name of the other Society and/or the other source:

The London Mathematical Society (LMS) is a registered charity for the advancement, dissemination and promotion of mathematics in the UK and worldwide. The LMS would like to keep you updated with news of its activities e.g. membership and events by email. If you wish to receive these emails, please opt-in here. You have the right to opt-out of marketing emails at any point in the future. You have the right to access any of your personal data held by the LMS and have the right to prevent its use for direct marketing. Enquiries relating to the Data Protection Act should be addressed to the Data Protection Officer, LMS, De Morgan House, 57-58 Russell Square, London WC1B 4HS.

☐ Yes ☐ No

# LMS REGIONAL MEETING



LONDON  
MATHEMATICAL  
SOCIETY  
EST. 1865

# LMS REGIONAL MEETING





LONDON  
MATHEMATICAL  
SOCIETY  
EST. 1865

# LMS REGIONAL MEETING



## CHECKLIST FOR PROSPECTIVE ORGANISERS: PLANNING A LMS SOCIETY MEETING

<b><i>Item</i></b>	<b>Done?</b>
<p><b>1. <u>Speakers at Society Meetings and Workshops</u></b></p> <p><b>a.</b> 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>b.</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><b>c.</b> 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/files/Council%20Statment%20on%20Women%20in%20Mathematics_0.pdf">www.lms.ac.uk/sites/default/files/files/Council%20Statment%20on%20Women%20in%20Mathematics_0.pdf</a></p> <p><b>d.</b> Additionally, please note the following advice on diversity at conferences/workshops/seminars:  <a href="http://www.lms.ac.uk/sites/default/files/files/Updated%20Council%20Statement%20on%20Diversity%20in%20Mathematics.pdf">www.lms.ac.uk/sites/default/files/files/Updated%20Council%20Statement%20on%20Diversity%20in%20Mathematics.pdf</a></p> <p><b>e.</b> <u>For Regional Meetings, please ensure that at least one speaker is from the Region and, if a hybrid meeting is planned, please ensure that at least two speakers give their talks in-person.</u></p> <p><b>f.</b> Ask speakers to consider the most environmentally friendly mode of transport, which also suits their individual needs and circumstances.</p>	
<p><b>2. <u>Timing</u></b></p> <p><b>a.</b> Liaise with your Regional Representative and/or the Chair of the Society, Lectures &amp; Meetings Committee to confirm availability in the LMS Programme of Society Meetings.</p> <p><b>b.</b> Check the Notes for Organisers for further information on months to avoid.</p>	
<p><b>3. <u>Venue</u></b></p> <p><b>a.</b> Should be reasonably accessible for LMS members who wish only to attend the Society Meeting.</p> <p><b>b.</b> <i>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: <a href="https://www.lms.ac.uk/sites/default/files/inline-files/Supporting%20Hybrid%20Meetings%20%28updated%20July%202022%29.pdf">https://www.lms.ac.uk/sites/default/files/inline-files/Supporting%20Hybrid%20Meetings%20%28updated%20July%202022%29.pdf</a></i></p>	
<p><b>4. <u>Programme</u></b></p> <p><b>a.</b> Schedule Society Meeting for a day that enables members and non-members from nearby universities to attend</p> <p><b>b.</b> Allocate 15 minutes for the Opening of the Society Meeting and the Society Business</p>	

c. Organise a reception and Society Dinner to take place on the same day as the Society Meeting.	
<ul style="list-style-type: none"> <li>• <b><u>Proposals</u></b></li> </ul> <p>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> <li>• Sustainability: The Society aims to reduce the environmental impact of its activities, while maintaining their high quality and overall effectiveness. To help us to shape future policies aimed at achieving this objective, please tell us about any actions that you intend to take to mitigate any harmful environmental effects the proposed activity may cause. The Society maintains a webpage of examples of actions for reducing the harmful environmental effects of its activities – <a href="https://www.lms.ac.uk/policy/sustainability">https://www.lms.ac.uk/policy/sustainability</a></li> <li>• Should be submitted to the Regional Representative by 15 September of year x – 1.</li> </ul>	

## CHECKLIST FOR CURRENT ORGANISERS: RUNNING A LMS SOCIETY MEETING

<b><u>Item</u></b>	<b>Done?</b>
<b>1. <u>Publicity</u></b> <ul style="list-style-type: none"> <li>a. Liaise with the LMS to prepare posters and publicity</li> <li>b. Publicise the event as widely as possible.</li> <li>c. Include LMS logo on <b>all</b> publicity including the website for the event.</li> </ul>	
<b>2. <u>Claim Forms &amp; Report Forms</u></b> <ul style="list-style-type: none"> <li>a. Submit claim form for 50% of funding up to 6 months prior to the meeting.</li> <li>b. Submit claim form for remaining funding with the report form up to 2 months after to the meeting.</li> </ul>	
<b>3. <u>Venue</u></b>	

<ul style="list-style-type: none"> <li>a. Clear signage; to/from the lecture hall, catering area, toilets etc. Use the LMS logo.</li> <li>b. Be accessible to everyone.</li> <li>c. Include a table for display of the Members' Book for signing.</li> </ul>	
<p><b>4. <u>AV</u></b></p> <ul style="list-style-type: none"> <li>a. Check speakers' AV requirements.</li> <li>b. <i>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: <a href="https://www.lms.ac.uk/sites/default/files/inline-files/Supporting%20Hybrid%20Meetings%20%28updated%20July%202022%29.pdf">https://www.lms.ac.uk/sites/default/files/inline-files/Supporting%20Hybrid%20Meetings%20%28updated%20July%202022%29.pdf</a></i></li> </ul>	
<p><b>5. <u>Programme</u></b></p> <ul style="list-style-type: none"> <li>a. Include a minute at the start for house-keeping.</li> <li>b. Allow 10-15 minutes for the Society business e.g. signing of the Members' Book.</li> </ul>	
<p><b>6. <u>Registration</u></b></p> <ul style="list-style-type: none"> <li>a. Online registration prior to the meeting for numbers. NB: Be prepared for members to attend on the day without registering.</li> <li>b. Have name badges available.</li> <li>c. Have claim forms available, where applicable.</li> </ul>	
<p><b>7. <u>Newsletter Report &amp; Photographs</u></b></p> <ul style="list-style-type: none"> <li>a. Newsletter reports should be: <ul style="list-style-type: none"> <li>• Written by an audience member</li> <li>• Approx. 300 words long</li> <li>• Informal but include details of the scientific content of the meeting.</li> <li>• Submitted to Susan Oakes (<a href="mailto:newsletter@lms.ac.uk">newsletter@lms.ac.uk</a>)</li> </ul> </li> <li>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.</li> </ul>	