

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.

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.
- 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 available on the LMS website here: www.lms.ac.uk/events/guidance#Templates;
- Ensure the event is well sign-posted on the day and during the week; template signs are available on the LMS website here: www.lms.ac.uk/events/guidance#Templates;
- 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: February 2023