GUIDELINES FOR LMS REGIONAL SOCIETY MEETINGS & 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 an 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, plus a session for Early Career Researchers. LMS Regional Society Meetings are generally associated with a specialised workshop.

Proposals to host an LMS Regional Society Meeting & Workshop should be submitted by either **15 February** or **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:

- Northern Region - Omar Rivasplata (Manchester),
- Midlands Region - Wael Bahsoun (Loughborough)
- South West & South Wales Region - Nelly Villamizar (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.
- 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.
- includes a session within the programme for Early Career Researchers e.g., an undergraduate poster session, and/or opportunities for Graduate Students to present their own research; this can be fulfilled by hosting a Graduate Student Meeting, for example.
- is aimed at a general mathematical audience
- is followed by a drinks 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.

- July: General Meeting of the Society, which is normally held in London
- November; the Society's Annual General Meeting in London

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.

FUNDING INFORMATION

The London Mathematical Society offers **£7,000**, as follows.

(A) *£5,000* 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) *£2,000* TO SUPPORT ATTENDANCE AT THE LMS REGIONAL SOCIETY MEETING

The LMS will fund:

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

The £2,000 funding to support members' and research students' attendance should be added to announcements and on the web pages. The £2,000 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 *£1,000* TO SUPPORT A GRADUATE STUDENT MEETING,

The LMS will fund:

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

PRACTICAL INFORMATION

GUIDANCE FOR ORGANISERS OF LMS EVENTS AND LMS-FUNDED EVENTS

An alphabetical list (by activity) of guidance for organisers of LMS events and LMS-funded events is given on the LMS website here (www.lms.ac.uk/events/guidance) and refers to the following Society's policies and guidelines for events, which are organised on behalf of the Society e.g. Regional Meetings. The LMS' Society Lectures and Meetings Committee reviews and updates the list twice a year and would be happy to hear about any further guidance, which could benefit mathematicians. Prospective and Current Regional Meeting organisers are asked to review this guidance when drafting their proposal and when planning and running their event.

- Creating Positive Environment at Events
- Ensuring wellbeing at Events
- Hosting a Hybrid Event
- Increasing Accessibility of Meetings
- Increasing Visibility of Meetings (Marketing/Publicity)
- Inviting Speakers
    - Women in Mathematics
    - Diversity in Mathematics
    - Advising Invited Speakers to give talks accessible to a general mathematical audience.
- Planning a Sustainable Event
- Templates
    - Registration Form
    - Signs
    - Checklist

PROPOSALS AND TIMETABLE FOR ASSESSMENT

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- October year x-2 to mid-September year x-1	LMS advertises calls for potential organisers via the LMS Regional Reps to host a Regional Meeting in year x
15 February year x-1	First deadline by which to submit a proposal for a Regional Society Meeting in year x to the relevant Regional Rep.
March year x – 1	Proposals considered at March meeting of Society, Lectures and Meetings Committee
Late March/early April year x- 1	Organisers notified of decision and offer letter/claim form/report form sent.
April 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.
15 September year x-1	Final 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
Please note "year" here refers to the calendar year.	

DEADLINES

The **deadlines to submit proposals** are by **15 February of year x – 1** or by **15 September of year x - 1** before the LMS Regional Meeting & Workshop are due to take place.

HOW TO SUBMIT A PROPOSAL

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.

Proposals should contain details of

- ✓ proposed topic for the workshop
- ✓ the scientific programme, including a planned session for Early Career Researchers
- ✓ 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. *If organisers plan to seek external funding, please commit to running the meeting.*
- ✓ compliance with the Society's Women in Mathematics policy.
- ✓ Sustainability: Please tell us about any actions that you intend to take to mitigate any harmful environmental effects the proposed activity may cause.
- ✓ How the organisers will address the elements on the guidance webpage for event organisers here: (www.lms.ac.uk/events/guidance)
- ✓ Plans for a Graduate Student Meeting, if organising one.

Please submit all proposals to the relevant Regional Representative:

- Northern Region - Omar Rivasplata (Manchester),
- Midlands Region - Wael Bahsoun (Loughborough)
- South West & South Wales Region - Nelly Villamizar (Swansea).

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

All proposals are considered at either the March meeting or 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:

- ✓ Invite speakers for the Regional Meeting & Workshop
- ✓ Plan the session for Early Career Researchers

- ✓ 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 £7,000 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) and a SLAM Committee member or a SLAM Committee nominee.

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