

LMS INVITED LECTURES GUIDELINES

The biennial Invited Lecturers scheme aims to bring a distinguished overseas mathematician to the United Kingdom to present a short course of about ten lectures held over five days (Monday-Friday) in odd-numbered years. Each course of Invited Lectures is on a major field of current mathematical research, and is instructional in nature, being directed both at graduate students beginning research and at established mathematicians who wish to learn about a field outside their own research specialism.

These guidelines are for prospective and current organisers and include:

1. A typical format for Invited Lectures.
2. Funding Information.
3. Practical Information when proposing and hosting the Invited Lecture Series.

Proposals to host an LMS Invited Lecture should be submitted by 1 February Year $n - 1$ (where n = year of the Invited Lecture Series).

LMS INVITED LECTURES FORMAT

The LMS Invited Lectures:

- invite a distinguished overseas mathematician to the UK;
- focus on a major field of current mathematical research;
- hold a course of about ten expository lectures, which are open to all interested and which can be attended by Graduate Students;
- hold the lectures over a five day period (Monday to Friday) during a University vacation;
- may include supplementary lectures by guest speakers;
- include a session for graduate students to present their own research e.g. a poster session, speed talks, a daily talk by different graduate students. *NB these are suggestions and are not exhaustive; if an organiser has another idea that is appropriate for their programme, please include it in the proposal;*
- take place at the organiser's home institution.

FUNDING INFORMATION

The London Mathematical Society will fund:

- a contribution to the Invited Lecture Series - **£6000** paid to the host institution with £2,000 to be set aside to cover reasonable travel and subsistence expenses for the Invited Lecturer.
It is not specified how the remaining £4000 may be spent but the Society does expect some money to be used to help research students attend. The fund may be used to cover:
 - *travel grants for participants*
 - *travel expenses for the supporting speakers*
 - *accommodation costs for supporting speakers and participants*
 - *other reasonable expenses*
- a contribution of **£1000** to fund Caring costs and expenses

PRACTICAL INFORMATION

Proposals

The following timetable will normally be adhered to:

October/November year $n - 2$	LMS advertises call for potential organisers to host an Invited Lecture in year n
1 February year $n - 1$	Proposal submitted to the LMS
Late February/early March year $n - 1$	Proposal considered at February/March meeting of Society Lectures and Meetings Committee

Late February/early March year n- 1	Organiser notified of decision and offer letter/claim form/report form sent.
Late February/early March year n- 1	LMS send letter of Invitation to nominated Invited Lecturer, cc'd to organiser
April year n-1 – February year n	Invited Lectures publicised in LMS Newsletter, LMS website, Invited Lecture website etc
March/April year n	Invited Lectures take place
June year n	Report and any outstanding claims due

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

The **deadline to submit proposals is by 1 February year n - 1.**

When submitting the lecturer's CV, please keep this no longer than 3 pages, including the list of publications.

Proposals should contain details of

- the Invited Lecturer, including a short CV;
- the supporting lecturers: organisers should ensure that there is a good gender balance amongst the supporting lecturers;
- proposed topics;
- the scientific programme;
- the proposed activity for graduate students to present their own research;
- dates;
- an outline budget.

Please submit all proposals via email to lmsmeetings@lms.ac.uk by **1 February year n-1**. All proposals are considered at the February/March meeting of the Society, Lectures and Meetings Committee and the potential organiser will be notified of the outcome shortly after.

Enquiries about the Invited Lectures should be directed to the Chair of the Society, Lectures and Meetings Committee lmsmeetings@lms.ac.uk.

Running an Invited Lecture Series

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;
- Liaise with the LMS to prepare posters and publicity;
- Publicise the event as widely as possible;
- Publicise the event as the LMS Invited Lectures unless otherwise agreed with the Society;
- Utilise the funds of £6,000 as described above in Funding Information;
- Submit Financial and Academic Reports to the LMS within three months of the event;
- Issue certificates of attendance to graduate students at the end of the week.

The LMS will:

- Send a formal letter of Invitation to the Nominated Invited Lecturer;
- 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.