New Zealand
Mathematical
Society

LONDON
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LMS – NZMS Aitken/Forder Lectureship Guidelines

The LMS-NZMS Aitken/Forder Lectureship aims to strengthen the links between mathematics in the UK and in New Zealand through a reciprocal Lectureship scheme

The Aitken Lectureship is named after Professor A. Aitken, one of New Zealand's great mathematicians. The Aitken Lectureship enables the LMS to bring a distinguished mathematician from New Zealand to the United Kingdom to deliver a series of lectures at universities around the UK in odd-numbered years.

The Forder Lectureship is named after the late Professor H. G. Forder, formerly of the University of Auckland, and a benefactor of the London Mathematical Society. The Forder Lectureship enables the NZMS to bring a distinguished mathematician from the United Kingdom to New Zealand to deliver a series of lectures at universities around New Zealand in even-numbered years

These guidelines are for Society Lectures and Meetings Committee (SLAM) Committee and local organisers and include information on:

1. The Format of the Aitken Lectureship / Forder Lectureship
2. The Nomination Process
3. The Itinerary
4. Funding Information
5. Practical Information

1. The Format of the Aitken / Forder Lectureship

The LMS-NZMS Aitken/Forder Lectureship aims to strengthen the links between mathematics in the UK and in New Zealand through a reciprocal Lectureship scheme.

Each lectureship takes place in alternate years with the Aitken Lectureship taking place in odd-numbered years and the Forder Lectureship taking place in even-numbered years.

There are two formats:

a) Aitken Lectureship

A lecture tour of the UK which consists of visits to 4-5 different universities over a period of 2-3 weeks in September/October of Year X (where X is an odd-numbered year).

b) Forder Lectureship

A lecture tour of New Zealand which consists of visits to 6 different universities over a period of 3-4 weeks from March-June of Year X (where X is an even-numbered year).

2. Aitken / Forder Lectureship Nomination Process

Aitken Lectureship

In year x-2 (where is x is an odd-numbered year), the SLAM Secretary will write to the President of the New Zealand Mathematical Society to request an unordered list of mathematicians from New Zealand to visit the UK under the Aitken Lectureship.

At its February Meeting in year x-1, SLAM Committee will consider the list of names and decide on an ordered list of preferred speakers. The Chair of the Society, Lectures and Meetings Committee will write to the President of the NZMS with the ordered list of names and request the President of the NZMS write a letter of invitation to the nominated speaker to invite him/her to be the LMS-NZMS Aitken Lecturer for year x.

The letter of invitation will also ask the nominated speaker, if he/she accepts, to liaise further with the LMS with regard to his/her visit to the UK

Forder Lectureship

In year x-2 (where is x is an even-numbered year), SLAM Committee will produce an unordered list of mathematicians from the UK to visit New Zealand under the Forder Lectureship. The Chair of the Society, Lectures and Meetings Committee will write to the President of the New Zealand Mathematical Society with the unordered list of mathematicians and request an ordered list of preferred speakers

When the President of the NZMS has confirmed the ordered list of speakers, the Chair of the Society, Lectures and Meetings Committee will write a letter of invitation to the nominated speaker to invite him/her to be the LMS-NZMS Forder Lecturer for year x.

The letter of invitation will also ask the nominated speaker, if he/she accepts, to liaise further with the NZMS with regard to his/her visit to New Zealand.

The Chair of the Society, Lectures and Meetings Committee will report on the acceptance of the Aitken Lectureship.

3. The Itinerary

Aitken Lectureship

The itinerary for the Aitken Lectureship shall be prepared by SLAM Committee in consultation with the Aitken Lecturer.

The letter of invitation will also ask the prospective Aitken Lecturer to:

- consider possible departments he/she would like to visit
- consider possible topics for his/her lectures
- send abstracts for his/her lectures, if possible.

SLAM Committee will consider possible institutions for the Aitken Lecturer to visit, taking into account:

a) likely research groups in the UK,
b) suggestions from the Lecturer
c) the pattern of previous Aitken Lectureship itineraries

SLAM Committee will also consider possible local organisers at each institution who may be approached to host the Aitken Lecturer during his/her visit to their department.

The Chair of the Society, Lectures and Meetings Committee will write to the Aitken Lecturer with the Committee's suggestions before agreeing the final itinerary with the Aitken Lecturer.

Once agreed, the Chair of the Society, Lectures and Meetings Committee will then write to the suggested local organisers to:

- invite them to host the Aitken Lecturer at their department
- suggest suitable dates for the visit
- choose a preferred topic, if available.
- confirm what funding will be available from the LMS

Forder Lectureship

The itinerary for the Forder Lectureship shall be prepared by the NZMS in consultation with the Forder Lecturer.

4. Funding information

Aitken Lectureship

The London Mathematical Society will fund:

- travel expenses (including travel to/from the UK and within the UK) – up to **£2500**

- accommodation expenses – up to **£1500**

- a contribution to the host department to hold a dinner for the Aitken Lecturer – up to **£100** per institution.

- Caring costs – up to £2,500 to cover economy travel for the carer and £500 towards the carer's accommodation costs

Forder Lectureship

The New Zealand Mathematical Society will fund:

- travel expenses (including travel to/from New Zealand and within New Zealand)

- accommodation expenses

- Caring costs – up to £2,500 to cover economy travel for the carer and £500 towards the carer's accommodation costs

5. Practical Information

Aitken Lectureship (odd-numbered years)

The following timetable will normally be adhered to:

September year x – 2	Chair of the Society, Lectures and Meetings Committee writes to President of the NZMS for an unordered list of mathematicians from New Zealand to visit the UK
October year x-2	List of mathematicians considered at October meeting of SLAM Committee and an ordered list of preferred speakers is agreed. Chair of the Society, Lectures and Meetings Committee writes to the President of the NZMS with the agreed ordered list of speakers.
Late October/early November year x- 2	Letter of invitation sent to nominated Aitken Lecturer.
February year x- 1	Itinerary considered at October Meeting of SLAM Committee
February year x-1 – September	Local organisers invited to host the nominated Aitken Lecturer

year x-1	
October year x	Itinerary confirmed at February Meeting of SLAM Committee
November year x-1 to June year x	Aitken Lectureship advertised
June year x	Aitken Lectureship takes place at the General Society Meeting.

Hosting an Aitken Lecturer

Once the itinerary has been approved by SLAM Committee, the local organisers will be contacted by the LMS.

Guidelines to Increasing Visibility of 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 local organisers 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-NZMS Aitken Lectureship unless otherwise agreed with the Society

- Utilise the funds of £100 as described above in Funding Information
- Submit invoices to the LMS within three months of the event.

<u>The LMS will:</u>

- Prepare the itinerary in consultation with the Aitken Lecturer and local organisers
- Fund the visit, as described in the Funding Information
- Liaise with the local organisers to prepare posters and publicity
- Publicise the event as widely as possible.

Forder Lectureship (even-numbered years)

The following timetable will normally be adhered to:

October year x – 2	SLAM Committee agrees an unordered list of names of UK mathematicians.
Late October/early November year x-2	Chair of the Society, Lectures and Meetings Committee writes to President of the NZMS with an unordered list of mathematicians from the UK to visit New Zealand
January - March year x-1	President of NZMS writes to the Chair of the Society, Lectures and Meetings Committee with an ordered list of preferred speakers
March - June year x- 1	Letter of invitation sent to nominated Forder Lecturer. Forder Lecturer liaises with the NZMS.
March - June year x	Forder Lectureship takes place.