



New Zealand Mathematical Society

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 even-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 odd-numbered years

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

CONTENTS

- The Format of the Aitken / Forder Lectureship2
- Aitken / Forder Lectureship Nomination Process.....2
 - Aitken Lectureship2
 - Forder Lectureship2
- The Itinerary3
 - Aitken Lectureship3
 - Forder Lectureship3
- Funding information3
 - Aitken Lectureship3
 - Forder Lectureship4
- Practical Information.....4
 - Aitken Lectureship (even-numbered years)4
 - Hosting an Aitken Lecturer4
 - Guidelines to Increasing Visibility of Meeting.....4
 - Guidelines to Increasing Accessibility of Meeting.....4
 - The local organisers will be expected to:5
 - The LMS will:5
 - Forder Lectureship (odd-numbered years)5
- Annex I - Template Registration Form6

Annex II - Signs.....	8
Checklist for Current Organisers: Running a LMS-NZMS Aitken Lecture.....	11

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 even-numbered years and the Forder Lectureship taking place in odd-numbered years.

There are two formats:

- a) Aitken Lectureship: A lecture tour of the UK which consists of the Aitken Lecture at the General Meeting in London plus visits to 4-5 different universities over a period of 2-3 weeks in June/July of Year X (where X is an even-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 odd-numbered year).

AITKEN / FORDER LECTURESHIP NOMINATION PROCESS

AITKEN LECTURESHIP

In year $x-2$ (where x is an even-numbered year), the SLAM Chair will write to the President/Secretary 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/March Meeting in year $x-1$, the SLAM Committee will consider the list of names and decide on an ordered list of preferred speakers. The SLAM Chair will write to the President/Secretary of the NZMS with the ordered list of names and request the President/Secretary 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 about his/her visit to the UK.

The SLAM Chair will report on the acceptance of the Aitken Lectureship.

FORDER LECTURESHIP

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

When the President/Secretary of the NZMS has confirmed the ordered list of speakers, the SLAM Chair 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 about his/her visit to New Zealand.

The SLAM Chair will report on the acceptance of the Forder Lectureship.

THE ITINERARY

AITKEN LECTURESHIP

The itinerary for the Aitken Lectureship shall be prepared by the 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.
- consider the most environmentally friendly mode of transport, which also suits their individual needs and circumstances.

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

- likely research groups in the UK,
- suggestions from the Lecturer,
- the pattern of previous Aitken Lectureship itineraries.
- The Society's aims to reduce the environmental impact of its activities, while maintaining their high quality and overall effectiveness. To help with achieving this objective, SLAM should consider any actions that it intends 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>.

The 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 SLAM Chair will write to the Aitken Lecturer with the Committee's suggestions before agreeing the final itinerary with the Aitken Lecturer.

Once agreed, the SLAM Chair 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.

FUNDING INFORMATION

AITKEN LECTURESHIP

The London Mathematical Society will fund the Lectureship up to **£5,000** towards the following costs:

- 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.
- Additional support is available to cover Caring costs, if required: **£2,500** to cover economy travel for the carer/dependent and **£500** towards the carer's/dependent'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.

PRACTICAL INFORMATION

AITKEN LECTURESHIP (EVEN-NUMBERED YEARS)

The following timetable will normally be adhered to:

September year $x - 2$	The SLAM Chair writes to the President/Secretary of the NZMS for an unordered list of mathematicians from New Zealand to visit the UK.
October year $x-2$	The unordered list of mathematicians is considered at October meeting of SLAM Committee and an ordered list of preferred speakers is agreed. The SLAM Chair writes to the President/Secretary 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 the February/March Meeting of the SLAM Committee.
February year $x-1$ – September year $x-1$	Local organisers invited to host the nominated Aitken Lecturer.
October year $x -1$	Itinerary confirmed at the October Meeting of the SLAM Committee.
November year $x-1$ to June year x	Aitken Lectureship advertised.
June/July year x	Aitken Lectureship takes place at the General Society Meeting.

HOSTING AN AITKEN LECTURER

Once the itinerary has been approved by the 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.
- 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.
- 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 by 31 July of Year X.

THE LMS WILL:

- Prepare the itinerary in consultation with the Aitken Lecturer and local organisers.
- Ask the Aitken Lecturer to consider the most environmentally friendly mode of transport, which also suits their individual needs and circumstances.
- 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 (ODD-NUMBERED YEARS)

The following timetable will normally be adhered to:

October year $x - 2$	The SLAM Committee agrees an unordered list of names of UK mathematicians.
Late October/early November year $x-2$	The SLAM Chair writes to the President/Secretary of the NZMS with an unordered list of mathematicians from the UK to visit New Zealand.
January - March year $x- 1$	The President/Secretary of NZMS writes to the SLAM Chair 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.

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-NZMS Aitken Lecture 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.

LMS-NZMS Aitken Lecture Registration

Formal Title

First Name *

Last Name *

Email *

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.

Special Requirements

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 Aitken Lecture for the LMS Newsletter? The LMS Newsletter features reports about the LMS-NZMS Aitken Lectures for members who were unable to attend the meeting. Examples of previous reports of LMS-NZMS Aitken Lecture in past issues of the LMS Newsletter can be found on the website here: www.lms.ac.uk/publications/lms-newsletter-back-issues

Yes No

Thank you for your interest in the LMS-NZMS Aitken Lecture. To help us manage the LMS-NZMS Aitken Lecture effectively, please tell us where you saw the LMS-NZMS Aitken Lecture 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:

How did you hear about the Aitken Lecture? Additional Information

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.

Keeping in Touch About LMS Activities by Email.

- Yes No



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LMS-NZMS AITKEN LECTURE



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LMS-NZMS AITKEN LECTURE



CHECKLIST FOR CURRENT ORGANISERS: RUNNING A LMS-NZMS AITKEN LECTURE

<u>Item</u>	Done?
<p>1. <u>Publicity</u> a. Liaise with the LMS to prepare posters and publicity b. Publicise the event as widely as possible. c. Include LMS and NZMS logos on all publicity including the website for the event.</p>	
<p>2. <u>Claim Forms</u> a. Submit claim form for the reception/dinner funding after to the Aitken Lecture event and no later than 31 July of Year X.</p>	
<p>3. <u>Venue</u> a. Clear signage; to/from the lecture hall, catering area, toilets etc. Use the LMS and NZMS logos. b. Be accessible to everyone.</p>	
<p>4. <u>AV</u> a. Check speakers' AV requirements. 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: https://www.lms.ac.uk/sites/default/files/inline-files/Supporting%20Hybrid%20Meetings%20%28updated%20July%202022%29.pdf</i></p>	
<p>5. <u>Programme</u> a. Include time at the start for house-keeping.</p>	
<p>6. <u>Registration</u> a. Online registration prior to the meeting for numbers. b. Have name badges available.</p>	
<p>7. <u>Newsletter Report & Photographs</u> a. Newsletter reports should be: <ul style="list-style-type: none"> • Written by an audience member • Approx. 300 words long • Informal but include details of the scientific content of the meeting. • Submitted to Susan Oakes (newsletter@lms.ac.uk) 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.</p>	