# Checklist for Current Organisers: Running a LMS EVENT

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| ***Item*** | Done? |
| 1. ***Publicity***
	1. Liaise with the LMS to prepare posters and publicity
	2. Publicise the event as widely as possible.
	3. Include LMS logo and other logos, if applicable, on **all** publicity including the website for the event.
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| 1. ***Claim Forms***
	1. Submit claim form for the reception/dinner funding after the event and no later than 31 July of Year X.
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| 1. ***Venue***
	1. Clear signage; to/from the lecture hall, catering area, toilets etc. Use the LMS logo and other logos, if applicable.
	2. Be accessible to everyone.
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| 1. ***AV***
	1. Check speakers’ AV requirements.
	2. *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*
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| 1. ***Programme***
	1. Include time at the start for house-keeping.
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| 1. ***Registration***
	1. Online registration prior to the meeting for numbers.
	2. Have name badges available.
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| 1. ***Newsletter Report & Photographs***
	1. Newsletter reports should be:
* 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)
	1. 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.
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