LMS Summer Schools
Practical Information for Organisers

1. Organisers' Checklist

The **organiser** and his/her institution are responsible for:

	Done
planning and organising the Summer School.	
communicating with the speakers.	
carrying out right-to-work checks and agreeing employment arrangements with host institutions.	
making local arrangements including booking accommodation and catering.	
working with the LMS to prepare posters for publicity.	
publicising the Summer School as widely as possible in the UK and overseas.	
setting up a Summer School website, providing information on the Summer School, the nomination procedure, programme, accommodation etc.	
setting criteria for assessing nominations for places.	
assessing nominations for places and informing the LMS of decisions within one week of the nomination deadline, including reasons for rejected nominations.	
submitting grant claim form from the institution for accommodation, meals, room hire etc either up to three months before the start of the Summer School or after the Summer School has taken place but no later than 31 July of Year N	
producing the final report for the Summer School.	

The **LMS** will:
- work with the organiser to prepare posters and publicity.
- publicise the Summer School as widely as possible.
- set up online nomination forms.
- send nominations for places to the organiser to assess.
- send out offer letters to participants.
- register participants and collect register fees from departments.
- Pay registration fees to host institution.
- send a final list of participants 10 days prior to the start of the Summer School.
- send the organisers a summary of the questionnaire results two weeks after the end date of the Summer School.

2. Timetable

The following proforma timetable may be helpful, where n is the date of the Summer School.

n – 10-6 months	1. LMS liaises with Summer School Organiser re poster and publicity.
	2. LMS and Organiser publicise Summer School as widely as possible.
	3. Summer School Organiser sets up Summer School website.
	4. LMS sets up online nomination form.
	5. LMS opens nomination form.
	6. Organisers arrange for right to work checks for tutorial assistants and arrange invitations/visa support for lecturers.

n – 20 weeks	1. Deadline for lists of nominations and cover letters from departments. 2. LMS collates lists of nominations and sends them to Summer School Organiser.
n – 19 weeks	Nominations and transcripts sent to organising committee.
n – 18 weeks	Deadline for decisions from organising committee.
n – 17 weeks	Successful applicants notified and asked to complete a registration form to confirm place and collect additional details e.g. dietary and access requirements.
n – 16 weeks	1. Deadline for all participants to confirm their place and complete the registration form. LMS will: 2. send invoices to institutions of those students who have confirmed their place. 3. Send reminders to students who have not yet confirmed. 4. Update wait list students. 5. Update organisers on number of confirmed students.
n – 12 weeks	1. Payment deadline. 2. Summer School organiser can submit grant claim.
n – 11 weeks	1. LMS chases outstanding payments. 2. LMS sends final list of participants to organisers.
n – 10 weeks or n – 9 weeks	1. LMS pays registration fees to host institution.
n – 2 weeks	1. LMS sets up online feedback survey. 2. LMS notifies organisers of any last minute changes to list of participants.
n	Summer School happens!
n + 1 week	1. LMS sends online survey link to participants. 2. Summer School organiser sends/ensures grant claim form (if not already claimed) is sent to LMS by 31 July of Year N.
n + 2 weeks	1. Online survey closes. 2. LMS sends results to Summer School organiser.
n + 3 months	1. Summer School organiser sends the final report to the LMS. 2. Once final report received, LMS passes to Early Career Research Committee to review.

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