

## LMS Prospects in Mathematics Meetings Guidelines

The LMS Prospects in Mathematics Meeting aims to enable prospective research students in mathematics to learn about PhD opportunities, which are available in different mathematical fields and at different institutions in the UK, through a two-day event of talks by current mathematicians.

These guidelines are for Early Career Research Committee, the Prospects Steering Group and current and prospective future organisers of LMS Prospects in Mathematics Meeting and include information on:

1. *A typical format for the LMS Prospects in Mathematics Meeting*
2. *Funding Information*
3. *Practical Information when proposing to host the LMS Prospects in Mathematics Meeting and how to apply for a grant from the Society.*
4. *Practical Information when hosting the LMS Prospects in Mathematics Meeting*

Expressions of interest to host an LMS Prospects in Mathematics Meeting should be submitted to the Prospects Steering Group by **1 March** of the year before the LMS Prospects in Mathematics Meeting is due to take place.

Grant applications should then be submitted to the Early Career Research Committee by **14 May** of the year before the LMS Prospects in Mathematics Meeting is due to take place.

### ***1. LMS Prospects in Mathematics Meeting Format***

The LMS Prospects in Mathematics Meetings:

- invite mathematicians from different UK institutions and different mathematical fields to give talks on their mathematical field and the PhD opportunities available.
- hold about 12-16 talks, which are open to prospective graduate students in mathematics.
- hold the talks over a two-day period
- include a social event; either a dinner or buffet reception
- take place at the organiser's home institution
- include a slot for the Society to promote its membership & activities to the students.

### ***2. Funding information***

The London Mathematical Society offers a grant of up to £7,000 and will fund:

- Fares for speakers
- Subsistence for speakers
- Fares for students
- Subsistence for students

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- Social event
- Other reasonable expenses for LMS Prospects in Mathematics Meeting

The host department is expected to fund:

- Publicity (e.g. printing of circulars, postage, etc.) and hire of rooms
- Staff costs (e.g. secretarial etc)

Organisers may seek to seek funding from other sources to contribute to the cost of the LMS Prospects in Mathematics Meeting. The Prospects Steering Group and the LMS should be notified of any additional funding, including the amount and the purpose of the additional award, so that the sponsor may be acknowledged in the publicity of the LMS Prospects in Mathematics Meeting.

### **Key Conditions of the LMS Grant for the LMS Prospects in Mathematics Meeting**

The Society offers an annual grant for a department to host the LMS Prospects in Mathematics Meeting on the conditions that:

- The event is named the LMS Prospects in Mathematics Meeting
- The event is held at a different UK institution each year.

### ***3. Practical Information for applying to host the LMS Prospects in Mathematics Meeting***

#### *Applications Timetable*

The following timetable will normally be adhered to:

|                       |  |
|-----------------------|--|
| <b><u>Stage 1</u></b> |  |
| January year n – 1    | LMS advertises call for potential organisers to host a LMS Prospects in Mathematics Meeting in year x  |
| 1 March year n-1      | Expressions of interest submitted to the Prospects Steering Group  |
| March year n – 1      | Expressions of interest considered by the Prospects Steering Group and agree a short-list of departments to apply to the LMS for a grant to host a LMS Prospects in Mathematics Meeting. |
| April year n - 1      | Prospects Steering Group advise Early Career Research Committee on the short-listed departments.   |
| <b><u>Stage 2</u></b> |  |
| April year n - 1      | Prospects Steering Group notifies of decision and short-listed organisers invited to submit an application to the LMS Early Career Research Committee, using the LMS application form.   |

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|--------------------------------|--|
| 14 May year n-1                | Deadline for receipt of grant applications from short-listed departments   |
| June year n-1                  | Grant applications considered by Early Career Research Committee   |
| Late June/early July year n-1  | Organiser notified of decision and, if successful, offer letter/claim form/report form sent                                      |
| September year n- 1            | Organiser attends LMS Prospects Meeting for year n-1   |
| January year n – August year n | LMS Prospects in Mathematics Meeting publicised in LMS Newsletter, LMS website, LMS Prospects in Mathematics Meeting website etc |
| September year n               | LMS Prospects in Mathematics Meeting takes place   |
| December year n                | Report and any outstanding claims due  |

### **Stage 1: Expressions of Interest**

Expressions of interest should be short and include:

- Confirmation of support from the department
- Reasons for wanting to host the LMS Prospects in Mathematics Meeting
- Address diversity; gender, geographical spread (of the venue and speakers) and subject area.
- Confirmation that the prospective organisers have read and understood the terms and conditions.
- Willingness to attend an upcoming LMS Prospects in Mathematics Meeting to get an idea of the event.

The **deadline to submit expressions of interest is by 1 March of year n-1.**

Expressions of interest should be made via email to the Chair of the Prospects Steering Group ([lmsmeetings@lms.ac.uk](mailto:lmsmeetings@lms.ac.uk))

All expressions of interest are considered by the Prospects Steering Group in July/August and short-listed organisers will be notified of the outcome shortly after.

### **Stage 2: Grant Application**

Grant applications should be made via the Society's application form, which is available from the Society's website: <http://www.lms.ac.uk/events/lms-prospects-mathematics-meeting>

Please submit all applications via email to [lmsmeetings@lms.ac.uk](mailto:lmsmeetings@lms.ac.uk)

Enquiries about the LMS Prospects in Mathematics Meeting should be directed to the Early Career Research Committee Chair and the Chair of the Prospects Steering Group ([lmsmeetings@lms.ac.uk](mailto:lmsmeetings@lms.ac.uk).)

The **deadline to submit grant applications is by 14 May of year n-1.**

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All grant applications are considered at the November meeting of Early Career Research Committee and the potential organiser will be notified of the outcome shortly after.

#### ***4. Running the LMS Prospects in Mathematics Meeting***

Once the grant application has been approved by Early Career Research Committee, the organiser will be contacted by the LMS with an offer letter.

*The organiser will be expected to:*

- Encourage participation by female students and aim for a good gender balance among participants as there is currently a disproportionately low proportion of women mathematics undergraduates applying for PhD places.
- Make local arrangements including accommodation etc
- Liaise with the Prospects Steering Group for advice on running the LMS Prospects in Mathematics Meeting
- Liaise with the LMS to prepare posters and publicity
- Publicise the event as widely as possible.
- Publicise the event as the LMS Prospects in Mathematics Meeting unless otherwise agreed with the Society
- Administer the application procedure for places at the LMS Prospects in Mathematics Meeting
- Utilise the funds of £7,000 as described above in Funding Information
- Circulate the agreed feedback survey to participants
- Submit Financial and Academic Reports to the LMS within three months of the event.

*The Prospects Steering Group will:*

- Provide advice on running the LMS Prospects in Mathematics Meeting

*The LMS will:*

- Notify the Prospects Steering Group of its decision
- 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.
- Be represented at the LMS Prospects in Mathematics Meeting
- Draft the feedback form in consultation with the organiser
- send the organisers a summary of the questionnaire results two weeks after the LMS Prospects in Mathematics Meeting end date