

## Checklist for Current Organisers: Running a LMS Society Meeting

<u>Item</u>	Done?
<p><b>1. <u>Publicity</u></b></p> <p>a. Liaise with the LMS to prepare posters and publicity</p> <p>b. Publicise the event as widely as possible.</p> <p>c. Include LMS logo on <b>all</b> publicity including the website for the event.</p>	
<p><b>2. <u>Claim Forms &amp; Report Forms</u></b></p> <p>a. Submit claim form for 50% of funding up to 6 months prior to the meeting.</p> <p>b. Submit claim form for remaining funding with the report form up to 3 months after to the meeting.</p>	
<p><b>3. <u>Venue</u></b></p> <p>a. Clear signage; to/from the lecture hall, catering area, toilets etc. Use the LMS logo.</p> <p>b. Be accessible to everyone.</p> <p>c. Include a table for display of the Members' Book for signing.</p>	
<p><b>4. <u>AV</u></b></p> <p>a. Check speakers' AV requirements.</p>	
<p><b>5. <u>Programme</u></b></p> <p>a. Include a minute at the start for house-keeping.</p> <p>b. Allow 10-15 minutes for the Society business e.g. signing of the Members' Book.</p>	
<p><b>6. <u>Registration</u></b></p> <p>a. Online registration prior to the meeting for numbers. NB: Be prepared for members to attend on the day without registering.</p> <p>b. Have name badges available.</p> <p>c. Have claim forms available, where applicable.</p>	
<p><b>7. <u>Newsletter Report &amp; Photographs</u></b></p> <p>a. Newsletter reports should be:</p> <ul style="list-style-type: none"> <li>• Written by an audience member</li> <li>• Approx. 300 words long</li> <li>• Informal but include details of the scientific content of the meeting.</li> <li>• Submitted to Susan Oakes (<a href="mailto:newsletter@lms.ac.uk">newsletter@lms.ac.uk</a>)</li> </ul> <p>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>	