

LMS-EPSRC DURHAM SYMPOSIA

Formulation and submission of proposals

The mechanism of the submission

For informal discussions regarding a proposed symposium topic please contact the Durham representative, currently Dr D. Schuetz (dirk.schuetz@durham.ac.uk), or the Chair of the LMS Research Meetings Committee (RMC), currently Professor B. Pelloni (RMC.Chair@lms.ac.uk). The formal proposal should be submitted to the Durham representative and copied to the Chair of the RMC in time for the December meeting of the RMC. It will be sent to referees for comment, and the LMS Research Meetings Committee then decides whether to accept the proposal in principle. If accepted, the proposal is fully costed by the Durham representative, and the Committee gives final approval for the release of the EPSRC funding secured for support of the Symposia.

The timescale for a proposal of a symposium to be held in summer (normally July) is as follows:

- Informal discussions should take place about 2 years in advance of the proposed date for the symposium.
- The formal proposal should reach the RMC in time for the December meeting one and a half years before the proposed symposium. In order to ensure that RMC members get to see the proposal before the meeting, the proposal should be submitted by the end of November.
- During the RMC meeting in April, 15 months before the proposed symposium, approval may be given in principle, conditional on organisers taking note of referees' comments, and on key participants agreeing to participate.
- The July meeting of the RMC, one year before the proposed symposium, will give final approval for the fully-costed proposal, and funding will be authorised.

Calls for proposals may be publicised by the LMS from time to time. These will have a deadline for submission and the timescale may differ from the one listed above.

1. Details of the submission of proposals to the LMS RMC

- (i) After informal discussion of the proposed symposium topic, a small organising committee should be formed whose names will appear on the proposal to the RMC. There should be at least two organisers. Scientific organisers will usually be based in the UK, candidates based overseas can take on the role of scientific advisors.
- (ii) It is expected that the total number of participants will be about 65. The following categories indicate the travel and subsistence support available for participants, and should be considered by potential organisers.

Category (a) 2-4 Scientific Organisers - full travel and subsistence.

Category (b) 6-10 Key Overseas Participants - full travel and subsistence.

- Category (c) 10-12 Key UK Participants - full travel and subsistence.
- Category (d) 20 Regular Overseas Participants - half travel, full subsistence.
- Category (e) 20-30 Regular UK Participants - no travel, full subsistence.

In cases where it is appropriate for a small number of advanced UK postgraduate students to attend, subsistence is normally sought from LMS funds (via the RMC), rather than from the EPSRC grant. Travel resources should normally be provided by the students' own universities from their Doctoral Training Account. Postgraduates do not normally give talks, but rather present a poster which adds to the meeting without compromising the quality of symposia.

The above format was adopted after informal agreement with EPSRC, and should be followed unless there are good reasons to the contrary.

The participants and their parent institutions should be listed in the appropriate categories. All names should be included - it is not adequate to give, for example, Smith, Jones, Robinson + 10 others. However some flexibility can be achieved by saying "20 to be selected from" and giving, say, 25 names; it is also acceptable to reserve places for young researchers to be named later. The numbers in each category can be varied to some extent, but it is unlikely that approval will be given for a symposium which does not have a substantial proportion of UK participants.

- (iii) The scientific case for holding the symposium should be made in reasonable detail. This should show that your topic is alive and active, and would form a successful focal point for a symposium. An important aspect of the case is the extent to which UK mathematics would gain from the symposium. It is necessary to justify why the proposed date is particularly appropriate for a symposium on this topic, and to indicate how it differs from other meetings planned within a year or two of the symposium. Proposers should keep in mind that novelty and timeliness are key criteria.
- (iv) Proposers are encouraged to seek extra support from other funding bodies, which could be used, for example, to invite a larger number of participants, or attract participation of high-profile researchers.
- (v) It is expected that proposers actively seek to include women speakers and speakers from ethnic minorities for the symposium, or explain why this is not appropriate or possible. A reasonable number of early career researchers should also be invited to the symposium.
- (vi) Where appropriate, scientific organisers are encouraged to include an "industry day" to foster transfer of knowledge between industry and scientific community.
- (vii) The Durham representative will provide the estimated cost of accommodation for your symposium, and estimates of travel costs for each participant. Organisers are allowed a certain amount of flexibility in distributing this grant amongst participants (within the total funds made available by the grant).

2. Suggested procedure on conditional approval in April

- (i) As soon as the Committee conditionally approves your symposium in April, send an exploratory letter to your key participants (categories (b) and (c) above). These specialists can be told that if the symposium takes place, normal travel and subsistence expenses will be paid in full. The Committee expects that the key speakers will already have accepted invitations at the time of final approval in July.
- (ii) Also send a general letter to 10-20 other important participants. They should be asked to get as much financial support as they can from other sources, but told that if the symposium takes

place then some money will be available to assist with travel costs and accommodation. How much money is available for non-key speakers will depend on the amount of money granted, but it is hoped that it will be possible to pay all the accommodation charges for participants in categories (c) and (d), together with 50% of the travel expenses of participants in category (c).

- (iii) In general, organisers should avoid making too specific any advance commitments, and should leave sufficient freedom to add further names (for example at the suggestion of referees), or transfer names from one category to another.

3. The duration of the symposium

There are usually two symposia per year, each of 10 days, normally taking place in July. If you have a strong preference for any particular period, please inform the Durham representative as soon as possible. It is usual for participants to arrive for registration at Durham during the afternoon; the evening meal on the day of arrival is the first meal of the symposium. The formal programme starts on the next morning. On the day of departure, there is no formal programme; participants are normally required to vacate their rooms by 10.00 a.m. but lunch is provided. Ten nights of residence are normally provided, which gives nine full days for the symposium (of which one is usually a rest day).

4. Publication of proceedings

If publication of proceedings is envisaged (this has been done for some of the symposia), the organiser should get in touch with the LMS Publications Secretary at an early stage (before any commitment to a publisher is made), and keep the LMS informed at all stages of negotiations.

If the free distribution of proceedings volumes to participants is planned, this must be allowed for in setting the level of the registration fee.

Organisers should note that any publicity prior to or after the symposium should include an explicit recognition of EPSRC and LMS support.

5. Variations

The above describes the format adopted for nearly all previous Durham Symposia. It has been found to work well but is not intended as a rigid framework. Organisers wishing to make significant variations are asked to consult the Chair of the LMS Research Meetings Committee.

Updated: December 2014