

## LMS-DURHAM SYMPOSIA

### Formulation and submission of proposals

#### The mechanism of the submission

The LMS will make a call for proposals of the LMS-Durham Symposia, typically a year and a half before the event takes place.

For informal discussions regarding a proposed symposium topic please contact the Durham representative, currently Dr D. Schuetz ([dirk.schuetz@durham.ac.uk](mailto:dirk.schuetz@durham.ac.uk)), or the Chair of the LMS Research Meetings Committee (RMC), currently Professor C. Parker ([RMC.Chair@lms.ac.uk](mailto:RMC.Chair@lms.ac.uk)). The formal proposal should be submitted to the Durham representative before the deadline of the call for proposals, from where it will be sent to referees for comments, and the Committee then decides whether to accept the proposal.

#### 1. The duration and format of the symposium

The basic format for a symposium consists of a five day conference, with participants arriving on Sunday after dinner, and leaving the following Saturday morning. The scientific programme takes place during the week, with a half day off on Wednesday. Durham University will provide accommodation and subsistence for about 50 participants during this period in one of their colleges, as well as £5,000 to be used to support participants' travel.

There are normally two symposia per year, taking place in August. If you have a strong preference for any particular period, please contact the Durham representative as soon as possible.

#### 2. 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.
- (ii) It is expected that the total number of participants will be about 50, roughly half of whom will come from the UK. Scientific organisers should include a list of proposed participants divided into the following categories.

- Category (a) 2-3 Scientific Organisers.
- Category (b) 6-8 Key Overseas Participants.
- Category (c) 6-8 Key UK Participants.
- Category (d) 16-18 Important Overseas Participants.
- Category (e) 16-18 Important UK Participants.

Subsistence and accommodation will be provided for these participants. The travel budget can be used at the discretion of the scientific organisers, but should mainly be used for key participants. Postgraduate students may fall into the categories (d) and (e); for UK students travel resources should normally be provided by the students' own universities from their Doctoral Training Account. Postgraduates do not normally give talks, but should rather be encouraged to present a poster about their work.

Scientific organisers are encouraged to obtain other sources of funding to allow more participants and more travel money. In case a proposal goes forward, the Durham representative will be happy to assist applications for further funding.

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 "Participants 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) Key speakers need not commit to participation at the application stage, but scientific organisers should indicate which participants on the list have agreed to come in principle. In general, organisers should avoid making too specific any advance commitments, and should leave sufficient freedom to add further names (at the suggestion of referees), or transfer names from one category to another.
- (iv) 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.
- (v) It is expected that proposers actively seek to include women speakers. Proposers should also seek to include speakers from ethnic minorities. 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, interpreted widely, and the scientific community.
- (vii) The Durham representative will provide the estimated cost of accommodation for your symposium, and estimates of travel costs for participants. Organisers are allowed a certain amount of flexibility in distributing this grant amongst participants (within the total funds made available by the grant).

### **3. Suggested procedure on conditional approval**

Depending on referee reports, the RMC may decide to approve the proposal, or make a conditional approval subject to certain conditions. In the latter case, organisers are expected to address how and whether they intend to meet these conditions. At this stage, organisers should contact their key participants (categories (b) and (c) above). These specialists can be told that if the symposium takes place, subsistence and accommodation expenses will be paid in full, and support for travel is available.

A general letter should be sent to 10-20 other important participants, in which they get 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 and subsistence charges for participants in categories (d) and (e), together with some of the travel expenses of participants in category (d).

### **4. Publication of proceedings**

If publication of proceedings is envisaged (which was the case for some of the symposia in the past), the organiser should get in touch with the LMS Publications Secretary, currently Professor J. Hunton

(john.hunton@durham.ac.uk), 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 Durham University and LMS support.

**Updated: February 2017**