**Proposal form for a *Day Meeting* at the Linnean Society of London**

Day Meetings are conferences / symposia / events / meetings that are relevant to the Society’s aims. These meetings are organised in partnership with the Linnean Society, and are hosted at the Linnean Society of London, Burlington House. Usually, they last one or two days.Organisers will have access to the **Meeting Room** and **Library** and will host the event in collaboration with Linnean Society staff, particularly the Events & Communications Manager. Applications may be submitted at any time, but ideally should be received at least a year before the date of the proposed meeting to allow a full assessment by the Programmes Committee and for planning.Successful applicants will be expected to adhere to the **Guidelines for Event Organisers** document, which will be supplied by the Events and Communications Manager.

|  |  |
| --- | --- |
| **Title/topic of Meeting:** |  |
|  |  |
| **Synopsis of Meeting:** |  |
|  |  |
| **Name and contact details of principal organiser(s):** |  |
|  |  |
| **Proposed date and duration (number of days) of the meeting:** |  |
|  |  |
| **Who will this event appeal to and what is the expected number of attendees:** *The Linnean Society has a maximum capacity of 100* |  |
|  |  |
| **Provisional speakers:***Proposers should aim for a diverse representation of speakers.* |  |

|  |  |
| --- | --- |
|  |  |
| **Provisional timetable of Meeting:** *The building is open between 09:30 and 17:30. If outside of these hours overtime will be charged.* |  |
|  |  |
| **Is the meeting jointly arranged with another Society/ Organisation? If so, which one and how will it be involved:** |  |
|  |  |
| **Why is the meeting timely and deserving of support?** |  |
|  |  |
| **How will this event be publicised?** |  |
|  |  |
| **Is a publication intended following this event?** |  |
|  |  |
| **Date of submission of this proposal:** |  |

**Please return this form to:**

The Linnean Society of London, Burlington House, Piccadilly, London, W1J 0BF or events@linnean.org