

Guidelines for Event Organisers

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1. INTRODUCTION

The Linnean Society is glad to be associated with symposia, conferences and events in its fields of interest, which cover not only biology itself but also its interactions with other sciences, and the art and history of the natural sciences. To ensure a balanced programme each year, conferences and symposia must be approved by the Programmes Committee, acting for the Council. The following guidelines must be followed to support delivery.

2. TYPES OF EVENTS

The Linnean Society of London supports a variety of different events / meetings. Please ensure you fill out the correct proposal form (ONLINE) – Potential organisers must decide what type of events / meetings they want to hold and ensure that they follow the appropriate guidelines. If you would like further clarification on the types of event supported by the Linnean Society of London please do not hesitate to get in touch.

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LUNCHTIME LECTURES

- Linnean Lunchtime Lectures usually take place once a month (on the first Wednesday) in the Meeting Room at the Linnean Society. Attendance is open and free.
- Topics should be rooted in natural history and accessible to the general public so attracting a broad audience to the Society.

EVENING MEETINGS

- Evening Meetings take place every month (on the third Thursday), excepting July and August, in the Meeting Room at the Linnean Society.
- They feature a lecture on some aspect on Natural History/Biological Science. New Fellows may also be formally 'admitted' to the Society at these meetings.

DAY MEETINGS

- Day Meetings are conferences/symposia/events/meetings that are pertinent to the Society's aims, are organised in partnership with the Linnean Society and are hosted at the Linnean Society rooms in Burlington House, London.
- Day Meetings usually last one or two days and we support up to 4 each year.
- Day Meeting organisers are provided with the Meeting Room and Library and support from Linnean Society staff in running the event. A sum of up to £1000 is usually provided by the Society towards the overall budget. Proposals should be submitted to the Programmes Committee for approval at least a year prior to the intended date of the event.
- Successful applicants will be expected to provide a timely 500 word summary of the meeting to be published on the Linnean Society website.

PARTNER MEETINGS

- As for Day Meetings, apart from the budget: partner organisations are expected to provide a financial contribution towards the meeting, which should be deposited with the Society 1 month prior to the event.

EXTERNAL EVENTS

- External Events are conferences/symposia/events/meetings that are pertinent to the Society's aims. Unlike Day Meetings and Partner Events they are not hosted at the Linnean Society and do not receive administrative or organisational support from Linnean Society Staff.

- External events organisers may apply for a financial contribution to support the event and applications are assessed on a case by case basis by the Programmes Committee. Support rarely exceeds £500. The Linnean Society requires that External Event organisers will use the Linnean Society Logo on all promotional material and display relevant Society material (brochures, Membership application forms, etc.) at the event.
- Funding is generally provided in advance of a meeting once it is approved.

OTHER EVENTS

Other events not included in these guidelines are subject to the same criteria.

3. PARTICIPATION

Organisers should note that the Society encourages diversity in the representation of speakers, particularly with respect to gender. Organisers are requested to take this matter into account when planning events.

4. SUBMISSION

An appropriate proposal form should be submitted to the Programmes Committee not less than a year before the planned date. Forms can be obtained from the Events & Communication Manager or from

<https://www.linnean.org/meetings-and-events/propose-an-event>

Please complete the appropriate form with as much detail as possible.

5. APPROVAL

1. Outline proposals should be submitted to the Society for consideration by the Programmes.
2. If approved in principle, organisers of Day Meetings and Partner Events must submit a detailed programme and budget to the Events Manager for consideration with the appropriate members of staff in terms of room hire, staff availability and logistics.
3. Once an agreement on point (2) has been reached, a detailed proposal will then be submitted back to the Chair of the Programmes Committee for final approval. Organisers will be informed and will be asked to accept these guidelines.
4. The Committee, through the Events Manager, will ask for regular progress reports.
5. If there is a budgetary or format change (programme, use of rooms, etc.), this should then be referred back to the Programmes Committee (or Chairman) for approval.
6. The Linnean Society reserves the right to cancel meetings if these guidelines are not followed.

6. PLANNING

Conference organisers will need to agree the following points with the Executive Secretary and Events & Communications Manager at the Linnean Society:

6.1. FINANCE

- Conferences and symposia should be self-financing as far as possible, and registration fees should be set at realistic levels (in consultation with the Linnean Society).
- Organisers should make it clear in their initial submission if they are requesting financial support from the Linnean Society, and explain why.
- Financial contributions must be received from those entering into partner meetings to cover the budgeted costs of such meetings. All participating institutions must share those budgeted costs equitably.
- Organisers in collaboration with the Events Manager should produce a detailed budget stating all proposed income and expenditure. The organisers should keep detailed accounts. They should also ensure that the conference is kept within budget and provide details to the Linnean Society's Finance Controller where appropriate. The Society must be informed immediately of any variance from the agreed budget.

- Speakers' expenses should be estimated at an early stage when planning the budget. A decision will need to be made on whether lunches (£9 per person) and/or tea breaks (£1.5 per person for each break) will be provided and timings should be inserted into the programme.
- Where a reception is planned for an event, costs are £8 per bottle of wine opened, plus £300 staff costs.
- Room bookings should be confirmed and, if chargeable, costs paid. Rooms other than the Meeting Room and Library) should be booked in advance and are subject to availability.
- The Library is to be used only during tea breaks/lunches/receptions.
- The Meeting room and Library can hold up to 100 people. We recommend that Meeting Organisers plan their budgets on the assumption of a 60% take-up (registration fees) for the event to ensure that all expenses are covered.
- The Society will provide badges and programmes for all delegates at a cost to be confirmed. Special requests for items such as abstract books can be produced in-house at a cost to be confirmed.
- It is expected that meeting Organisers should seek additional financial contribution for their meeting.

6.2. REGISTRATION

- The Linnean Society will establish a registration fee according to the agreed budget.
- The Events Manager will handle registrations for the event. We recommend that registration opens at least 6 months prior to the event to allow sufficient time for publicity. The Society reserves the right to close the registration when capacity is reached.
- The Meeting Organisers should advise the Events Manager if there is any specific information that they would like to gather from registrants such as email addresses or affiliations.

6.3. SPEAKERS

- It is the Linnean Society's policy that we do not book travel and accommodation on behalf of speakers. Speakers should organise their own travel and accommodation to the event if required.
- Speakers' expenses should be included in the budget and agreed in advance.
- Travel bookings should be made in advance (where possible) and speakers should book standard fare tickets.
- The Events Manager can provide the speakers with an expenses claim form for the event once their contact details are received.
- Expense claims should be within the agreed budget.

6.4. LOGISTICS

- Day meetings typically run from 10.00 to 17.00 hrs inclusive of breaks, Monday to Friday. Additional staff overtime (e.g. for an associated reception/ early registration) will incur a cost.
- If an event takes place during the weekend it will be referred to Room Hire.
- The Events Manager and Society staff will be on hand throughout the day of the event to support the organiser with registrations, AV, catering and welcoming speakers.
- Any format change (programme, schedule, use of rooms, etc.) should be approved by the Society. Format changes will only be considered at least 1 month before the event takes place.
- Meeting Organisers should inform the Events Manager in advance if they require poster boards to be set-up .
- A laptop and projector are available in our meeting room.
- The Events Manager welcomes receipt of presentations in advance of the event in order to load them on to the laptop. Speakers unable to arrange sending their presentations in advance should arrive early in order to load and test them.
- Staff of the Society will set up catering requirements and be available to serve tea and coffee.
- It is the organisers' responsibility to respond to logistic requests from the Events Manager (confirmation of speakers, titles, abstracts, etc.) within 1 week. This request is made to ensure that the events are planned ahead and advertised accordingly.

7. PUBLICITY

- Conference organisers should ensure that the support of the Linnean Society is acknowledged in all documentation and press releases, and that the Society is given the opportunity to circulate its own publicity materials to conference participants. The Society will supply copies of its logo.
- Arrangements for sending out the call for papers and publicity should be agreed between the organisers and the Events Manager.
- Arrangements for inviting and communicating with speakers and for preparing abstract booklets should be agreed between the organiser and the Events Manager.
- The Events Manager will advertise the event through the following channels
 - The Linnean Society website
 - Events brochure
 - *The Linnean*
 - PuLSe
 - Facebook and Twitter accounts for the Linnean Society
- The Society reserves the right not to produce nor distribute any extra marketing materials (posters, leaflets, flyers, etc.).

8. PUBLICATION

- The Linnean Society does not typically publish proceedings of meetings. Suitable individual papers may, of course, be submitted to the appropriate journal of the Society. Should organisers wish to make other arrangements for publication, agreement must first be obtained from the Editorial Secretary.