

'Guidelines for Meetings'

Royal Meteorological Society National Meeting

For those planning to attend one of our National Meetings

Thank you for your interest in our meeting. Membership of the Society is not compulsory for attending these free meetings, but please consider joining if you can because without our membership support we would not be able to hold these meetings: <http://www.rmets.org/membership.php>

National meetings are usually held on the third Wednesday of the month, from October to June at a variety of venues around the country (see [Directions](#) below).

We take questions at the end of each talk. We would like to encourage all levels of questions; from basic understanding of the topic to probing criticism.

Please take a couple of minutes to fill in and return the Feedback Form in order to help us improve our meetings. All your feedback is reviewed by the meetings committee and please note that a summary of the feedback will be given to speakers.

Directions to Imperial College

The Society uses the Blackett Lecture Theatre in the Department of Physics on the South Kensington Campus of Imperial College. The street address is: Prince Consort Road, London, SW7 2BW. Building 6 on campus map: <http://www3.imperial.ac.uk/pls/portallive/docs/1/32853696.PDF>

By Bus from Central London

London Transport Buses nos 9, 10 and 52 drive past the Albert Hall which is a 2-minute walk from Prince Consort Road. Bus no.9 from Piccadilly Circus or Hammersmith, no.52 from Victoria Coach Station and no.10 from Oxford Street. See also <http://www3.imperial.ac.uk/campusinfo/southkensington> for more travel information.

By Tube from Central London

The nearest tube stations are Gloucester Road and South Kensington, about a 5 minute walk from campus.

Directions to the University of Reading

These meetings will either be in the Department of Meteorology or at one of the University's lecture theatre facilities. Information about how to find the University and how to reach it by different transport routes can be found at <http://www.reading.ac.uk/> and follow the link to 'Visit us' under the heading 'Things to do now'.

The Meteorology Department is Building number 58 and the Palmer lecture theatre building number 26 on the campus map at: <http://www.reading.ac.uk/about/find/about-findmap.asp>

Bus numbers 9, 20 and 21 go from the station to Whitenights campus for the Palmer lecture theatre but you need bus no.17 from Friar Street to the Earley Gate entrance for the Department of Meteorology

Directions to London Zoo

The [London Meeting Rooms of the Zoological Society of London](#) is at London Zoo, Regent's Park, London NW1 4RY. The entrance to the Meeting Rooms is separate from the main entrance to the Zoo, on the opposite side of the road.

The nearest underground station is Camden Town, 15 minutes walk from the Zoo and Regents Park and Baker Street stations are across Regents Park. Directions of how to get to the Meeting Rooms can be located on the [London Zoo website](#) (<http://www.zsl.org/> then click ZSL London Zoo and click 'How to find us' under Visitor Information).

Guidance to Speakers

1. Thank you for agreeing to speak at our National meeting. We look forward to hearing you.
2. **National meetings cater for a broad audience, and only a minority will be specialists in your field, so please be careful with the more technical material.** In particular, a large number of equations can be difficult to follow in a short talk, so please only use equations when they are really necessary.
3. A good model for a Society talk is to spend a roughly comparable time on:
 - why you did the work (main motivation and background)
 - how you did it (essentials of the method)
 - what you found (main results)
 - what it means (main conclusions)
4. Please show a Summary slide where appropriate.
5. You will be asked to provide a short abstract to advertise your talk approximately one month before the meeting. Please feel free to include a figure.
6. Timing: please allow adequate time per slide for the audience to absorb it. For a 20 minute talk, some 10 to 20 slides are recommended, depending on their content. Please also allow 5 minutes for discussion. We normally take questions at the end of each talk.
7. Please do all you can to make your talk audible and visible right to the back of a fairly large lecture theatre.
 - We will provide lapel microphones but you should still face the audience and speak clearly and not too fast. Please use the microphones as we do make audio recordings of many of the talks (with your permission) and importantly we do have people who use the 'hearing loop' within the lecture theatre which is connected to the microphones. Remember that the partially deaf and non-native English speakers need to see your lips move.
 - Keep the complexity of graphs to the minimum but label everything. Remember that red/green colour-blindness is quite common. The main point is please keep your slides as simple as possible.
 - Please spell out each acronym at least once.
8. We would greatly appreciate it if you could find time to show your talk to a colleague before the meeting to get feedback on clarity and timing.
9. We do like to show presentation on our website so we would encourage you to make this or an amended version available for us to put on the web. We also like to record audio from some of our meetings, and in particular question and answer and discussion sessions. A member of the Society team will be at the meeting and will ask you to sign a permissions form. If you have any questions regarding this the Society representative at the meeting will be able to help.
10. There is no dress code.

Guidance for Organisers

Thank you for agreeing to organise this National meeting - we very much appreciate your time and effort, without which we would not be able to hold such a comprehensive programme of events.

Please note that one of the tasks we ask of our Organiser is to provide us, well in advance, with updates on how the programme for the day is coming together. Our Meetings Committee meets 3 times a year, usually in February, May and November and we need an abstract for the meeting and a draft programme or update in time for those meetings so that we can consider the content, balance and publicity.

The rough timetable that the Meetings Committee works towards is:

18 months ahead	Identify organizer and working title.
12 months ahead	Indications of content and possible speakers, meeting abstract (2 to 3 sentences), which can be used to promote the meeting. This may also be used in preparing any press release as appropriate.
6 months ahead	Firm programme for approval and publication. We encourage Organisers of National Wednesday meetings to think of holding an associated poster session with the meeting. If a poster session is planned, ask the speakers to approach appropriate people to display a poster.
1 month ahead	Organiser collates abstracts and figures from speakers, appoint a meeting rapporteur who will write a meeting report for the house Journal Weather.
1 week ahead	Organiser to email all speakers with guidelines again.

The Society is a registered charity and has limited financial resources. Unfortunately we cannot normally pay the travelling expenses of speakers.

Can you suggest improvements to our "working title"? The title should correspond to the content but also catch the attention in order to draw in a good audience.

We ask Organisers to arrange a rapporteur for the meeting which is usually published in our House Journal Weather. The job of the rapporteur is to write a short, punchy article for Weather; a summary of key points and issues (please refer to previous meeting reports in Weather). This is an excellent opportunity for a student or early-career scientist.

Have you thought about whether there any other organizations with whom your meeting could be held jointly? Should the Head of Communications at the RMetS put out press releases? Is there any material that could be linked to the RMetS web site? Are the organisations that you can recommend that we contact to publicise this meeting? Please encourage your speakers to provide any reading-lists or web-links that we can reference from our site.

In putting together your programme, please aim for a breadth of representation from a range of organizations or institutions, and in other ways, e.g. a mixture of both well-established and younger scientists. **In all of the Society's National meetings we**

target a broad meteorological audience. Please stress to your speakers the breadth of the audience, and ask them not to overdo the more technical material. This is in the Guidance we provide to Speakers, but it is worth emphasising this with them.

For a standard National meeting, please aim for 5 to 6 talks, with each talk scheduled for 25 minutes plus 5 minutes for questions. We recommend that you initially contact 6 potential speakers - if one is unavailable, then 5 talks is often sufficient. Give the timings explicitly as "25 plus 5" to the speakers and remind them that the Chairman will be strict with timings.

The Introduction can be short (5 minutes, i.e. just a few remarks on the structure of the programme, the timeliness of the meeting etc.), but audiences appreciate a full introductory talk which explains the main concepts and terminology.

For National meetings held in our Wednesday sessions, we encourage you to consider having a poster session with posters from PhD students, early-career scientists or others displayed prior to meeting, during tea and after the meeting. You may wish to solicit these posters (up to a maximum of e.g. 10) from your speakers. Please inform your Meeting Manager (described in accompanying guidance notes) if you would like to run a poster session and include these in the timetable.

The organiser, speakers and rapporteur will normally be invited to lunch as the guest of the President before the meeting.

Please include a minimum of a 30 minute tea break for which hot and cold drinks and biscuits will be provided. If you are holding a National Saturday meeting, then the meetings often begin before lunch. In this case please allow at least one hour for lunch. **We find that in the area around Imperial College it is better to leave 90 minutes for the lunch break in order to have lunch and be back in time for the meeting.**

For some meetings a closing or panel discussion works well. This is not compulsory, but is intended to allow discussion of the overall issues raised (or not raised), which relate to more than one speaker. For example, how much progress has been made in this subject in the last 5, 10, 20 years? What are the future goals and what are the obstacles to achieving them? How do the theories, data, models of Speaker A relate to those of Speaker B? General discussion (where timetabled) does need to be actively stimulated, e.g. by one or two provocative general comments or questions. Organisers may wish to co-opt another person (besides themselves and the Chairman) to help lead the Discussion.

Please close the Meeting by no later than 5.45pm.

Please draw to your speaker's attention the 'Guidance for Speakers' part of the website and/or the points covered above.

Guidelines for Rapporteurs

Reporting on our meetings is an important role. They provide an historical record of the meeting and we have many members of the Society who are not able to travel to the meetings but who frequently enjoy reading the meeting reports – so thank you for agreeing to undertake this role.

We suggest that all rapporteurs:

- Look at previous meeting reports in *Weather* or on our Events & Meetings page (for example <http://www.rmets.org/pdf/abstracts/wedabs0812.pdf>) to help gauge the level of content.
- We require the document in Word format with no more than 500 words for a National Saturday Meeting report and 1,000 words for a National Wednesday Meeting. Please feel free to use one or two images in the report if that helps with conveying the information about the presentations.
- The aim of the meeting report is to highlight and consider the main themes, issues and discussion points of each meeting rather than to just summarise the proceedings.
- The completed report should be sent within 3 weeks of the meeting to the Editor of *Weather* at 'weather@wiley.co.uk'.

The role of the Meeting Manager

The 'Meeting Manager' is the member of the Meetings Committee who liaises with the Organiser about the meeting structure. The Meeting Manager will advise on the points mentioned above, and consider especially:

- the timelines of the meeting and how to maximize its audience-appeal
- the possibility of holding jointly with another body
- the appropriate technical level
- any unusual audio-visual requirements
- estimated audience size and choice of venue
- balance in subject matter, speaker affiliation etc.

Managers are asked to copy e-mail correspondence to the Society Headquarters (chiefexec@rmets.org) so that we have a full picture of how plans are progressing and can make sure that the necessary administrative arrangements and booking are in place.