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.

Below are some guidelines for Rapporteurs:

- Look at previous meeting reports in Weather to help gauge the level of content.
- We require the document with no more than 1,000 words for a National Meeting and fewer if images are used. Please feel free to use one or two images in the report if that helps with conveying the information about the presentations. Further information for authors of Weather articles is available at 'http://wileyonlinelibrary.com/journal/wea/ForAuthors'.
- 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 Rapporteur should aim to complete the report within 3 weeks of the meeting. Please note that if the report is submitted with too much delay or is too long, the Editor of Weather may find it difficult to publish the report. If you have any questions for the Editor you can contact them at ‘weather@wiley.com’.
- Once completed the report should be submitted electronically through http://mc.manuscriptcentral.com/weather.

Expenses

In line with the Society’s commitment to reducing its carbon footprint, expenses for car travel are normally not reimbursed where an equivalent public transport journey is available. An equivalent public transport journey is deemed as one that takes a maximum of 20% longer than the car journey. Parking, tube fares and mileage to and from a railway station will continue to be reimbursed.

However, people with disabilities and those carrying heavy meeting equipment are exempt from this policy.

As a general principle the Society does not reimburse airfares, hotel accommodation, meals or refreshments, drinks etc. However in some circumstances such costs may be unavoidable and this should be pre-authorised by the Chief Executive or Chief Financial Officer in advance of the meeting.

Claimants MUST attach original receipts to support expenses claimed using the RMetS Claim form provided. If the space on this form is insufficient to set out the information required, a separate statement should be attached.

Payment will be made by bank transfer; therefore bank details MUST be supplied. Please ensure that your email address / contact number is shown where requested on the front of the form in case we need to contact you regarding your claim.