**LMS Summer Schools**

**Practical Information for Organisers**

1. **Organisers’ Checklist**

The **organiser** and their institution are responsible for:

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|  | Done |
| planning and organising the Summer School. |  |
| communicating with the speakers. |  |
| carrying out right-to-work checks and agreeing employment arrangements with host institutions. |  |
| making local arrangements including booking accommodation and catering. |  |
| working with the LMS to prepare posters for publicity. |  |
| setting up a Summer School website, providing information on the Summer School, the nomination procedure, programme, accommodation etc. |  |
| set up online nomination forms |  |
| setting criteria for assessing nominations for places. |  |
| assessing nominations for places and informing the LMS of decisions, including reasons for rejected nominations. |  |
| send out offer emails, as appropriate, to participants and nominators  send out rejection emails, as appropriate, to nominators |  |
| register participants and collect register fees from departments. |  |
| submitting grant claim form from the institution for accommodation, meals, room hire etc either up to three months before the start of the Summer School or after the Summer School has taken place but no later than 31 July of the year of the School. |  |
| producing the final report for the Summer School. |  |

The **LMS** will:

* work with the organiser to prepare posters and publicity.
* publicise the Summer School as widely as possible.
* send the organisers a summary of the questionnaire results two weeks after the end date of the Summer School.

1. **Timetable**

The following proforma timetable may be helpful, where *n* is the date of the Summer School.

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| *n – 10-6 months*  *(September – January)* | 1. LMS liaises with Summer School Organiser re poster and publicity. 2. LMS and Organiser publicise Summer School as widely as possible. 3. Summer School Organiser sets up Summer School website. 4. Organisers set up online nomination form. 5. Organisers open nomination form. 6. Organisers arrange for right to work checks for tutorial assistants and arrange invitations/visa support for lecturers. |
| *n – 20 weeks*  *(February/March)* | 1. Deadline for lists of nominations and cover letters from departments. |
| *n – 19 weeks* | Nominations and transcripts sent to organising committee. |
| *n – 18 weeks* | Deadline for decisions from organising committee. |
| *n – 17 weeks* | Successful applicants notified and asked to complete a registration form to confirm place and collect additional details e.g. dietary and access requirements. |
| *n – 16 weeks* | 1. Deadline for all participants to confirm their place and complete the registration form. |
| *n – 12 weeks* | 1. Payment deadline. 2. Summer School organiser can submit grant claim. |
| *n – 2 weeks* | 1. LMS sets up online feedback survey. |
| *n* | Summer School happens! |
| *n + 1 week* | 1. LMS sends online survey link to participants. 2. Summer School organiser sends/ensures grant claim form (if not already claimed) is sent to LMS by 31 July of Year N. |
| *n + 2 weeks* | 1. Online survey closes. 2. LMS sends results to Summer School organiser. |
| *n + 3 months* | 1. Summer School organiser sends the final report to the LMS. 2. Once final report received, LMS passes to Early Career Research Committee to review. |

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