

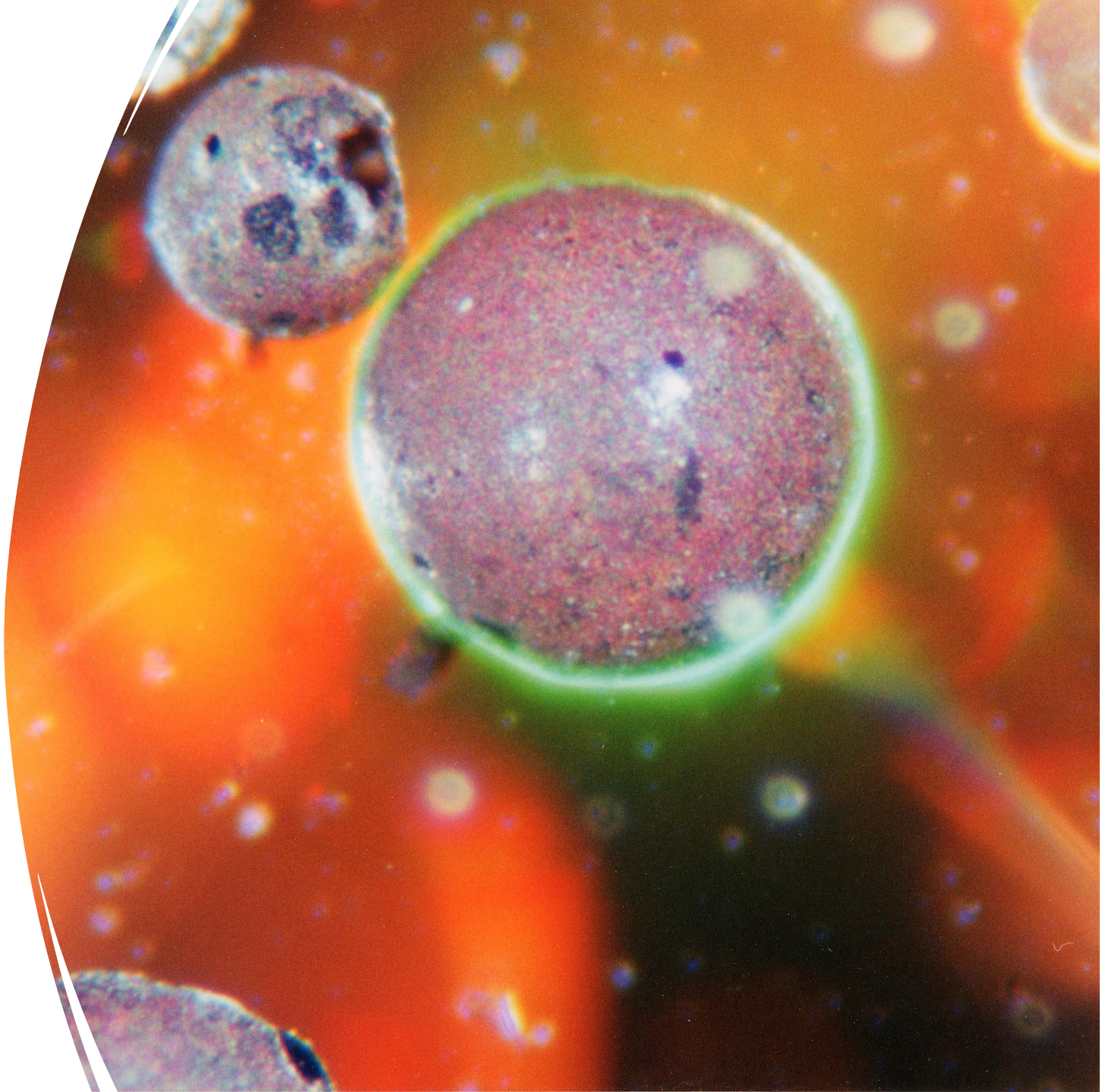
Information for Scientific Organisers working with the RMS

Introduction

Thank you for choosing to work with the RMS on this event. This presentation outlines our vision for events, the services we provide and the key responsibilities and roles of the RMS team and the Scientific Organiser(s).

At the RMS, we strive to produce high quality events to the microscopy, imaging and cytometry community that provide opportunities for learning and developing strong networks. Everything we do is in line with our Mission Statement:

To be recognised for the integrity of our team, the ethics of our work and the quality of our activities



Overview



Whilst the organisation and logistics behind all Society events are handled by the Society's staff, every meeting and course requires one or more Scientific Organiser(s). These people are usually, but not always, a member of the Society and have a passion for the subject of the meeting or course. Scientific Organisers provide the scientific content of an event. They will also act as host of the meeting, often giving the welcoming introduction and closing speeches.



A member of the Society's staff will be responsible for the delivery of the event. This person will be the point of contact for the Scientific Organiser. If the event has an element of sponsorship associated with it, or an exhibition, a member of our sponsorship team will also be assigned to coordinate this.

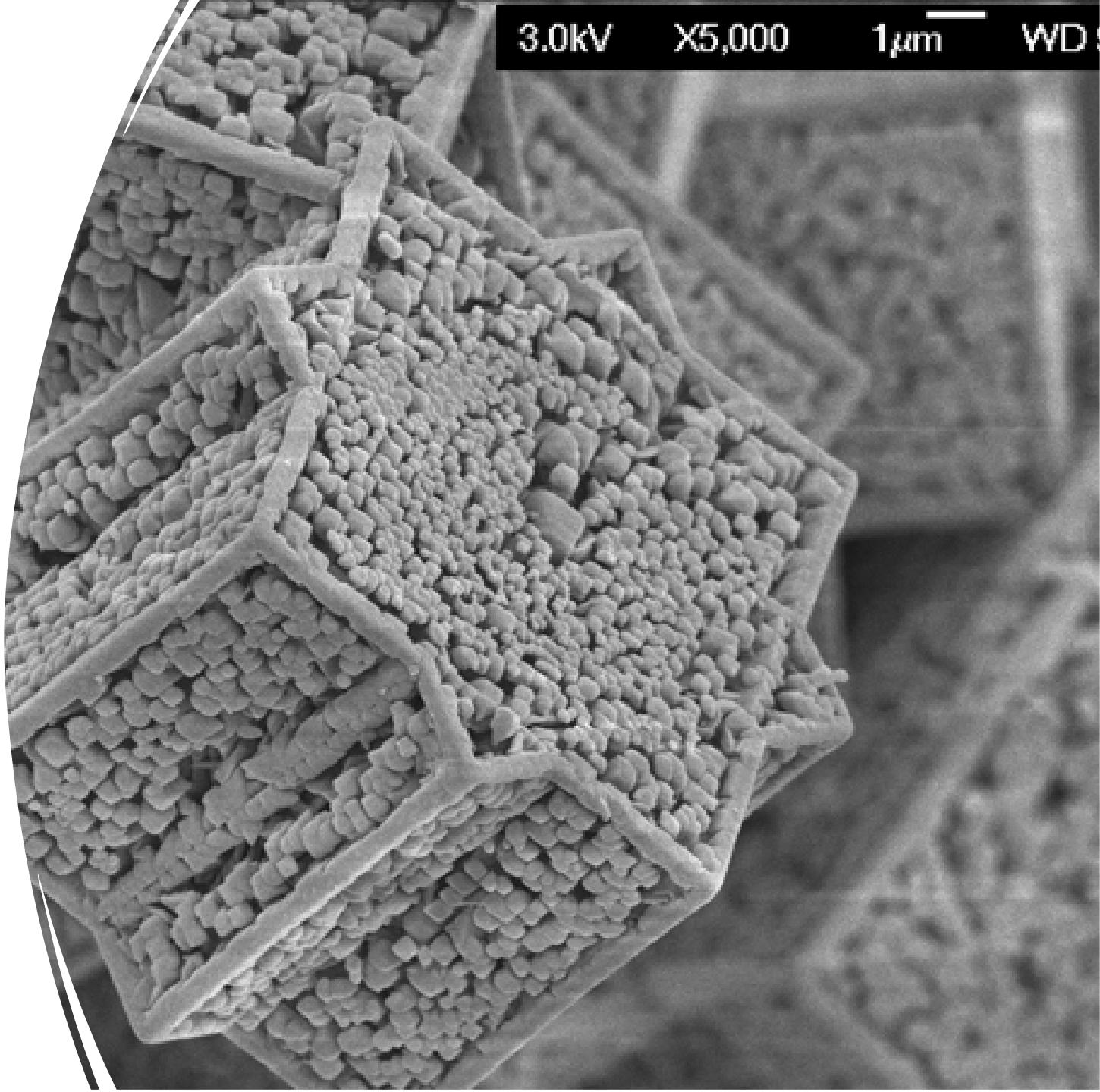


The RMS want to enable safe, inclusive events that are in line with our policies and values. We want to ensure that the Scientific Organiser(s) (as well as all other attendees, sponsors etc) are aware of and follow our Code of Conduct and ensure they are confident with our safe reporting procedure.

How will the RMS assist you?

The RMS will provide organisational assistance, liaising with venues, sponsors, speakers and attendees. The RMS provides a point of contact for all participants and will manage all queries relating to the event on your behalf.

- Budgeting
- Bookings
- Venue & catering
- Website and registration
- Marketing and communications
- Advice on EDI&A and Sustainability
- Attendee and speaker liaison
- Abstract management



Finances – things you need to know

The RMS takes financial responsibility for the event and will underwrite any losses. Any surplus generated by our events goes back into the Society to support bursaries, outreach activities and the microscopy, imaging and cytometry community.

The Society needs to directly confirm bookings and make any formal arrangements with venues and sponsors, so that we can ensure we deliver to not only your expectations but theirs as well. We do not reserve sponsorship opportunities in advance of the official booking process opening, as they are made on a first-come first-served basis.

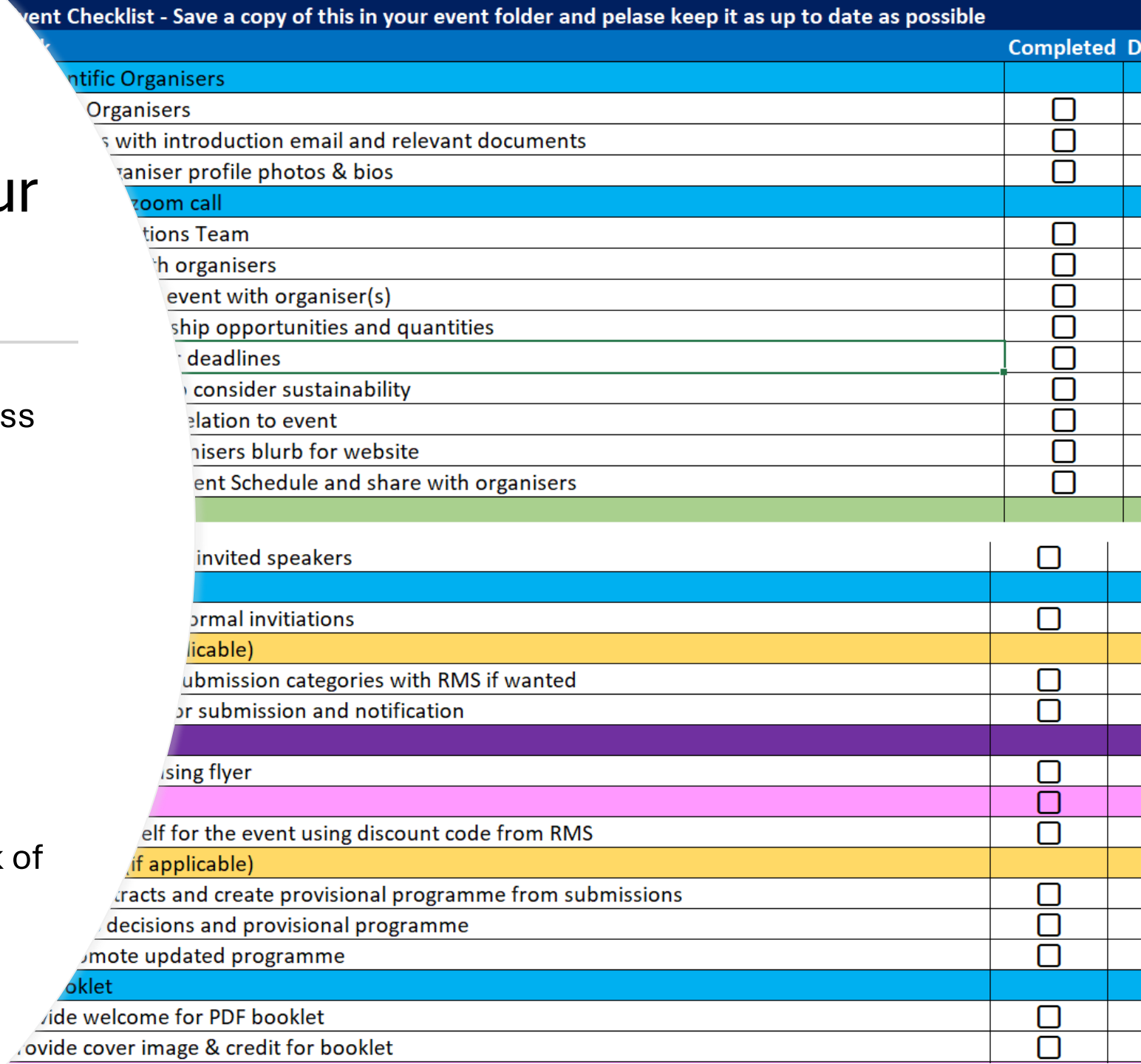
Please note that the Society can only pay invoices that are the result of an order that originates from the office. Please do not commit the Society to anything, be it financial or otherwise without prior discussion and agreement with the RMS.

Finally, do remember that the Society is a Registered Charity and it is taking the financial risk attached to the event. With this in mind we plan and budget conservatively based on our experience. There is always opportunity for discussion so please do discuss any queries with your RMS organiser.

How we keep track of your event

We have a consistent and thorough process to organising events and will share clear updates, throughout the organisation.

We also have a tool to help you keep track of your key responsibilities for the event.



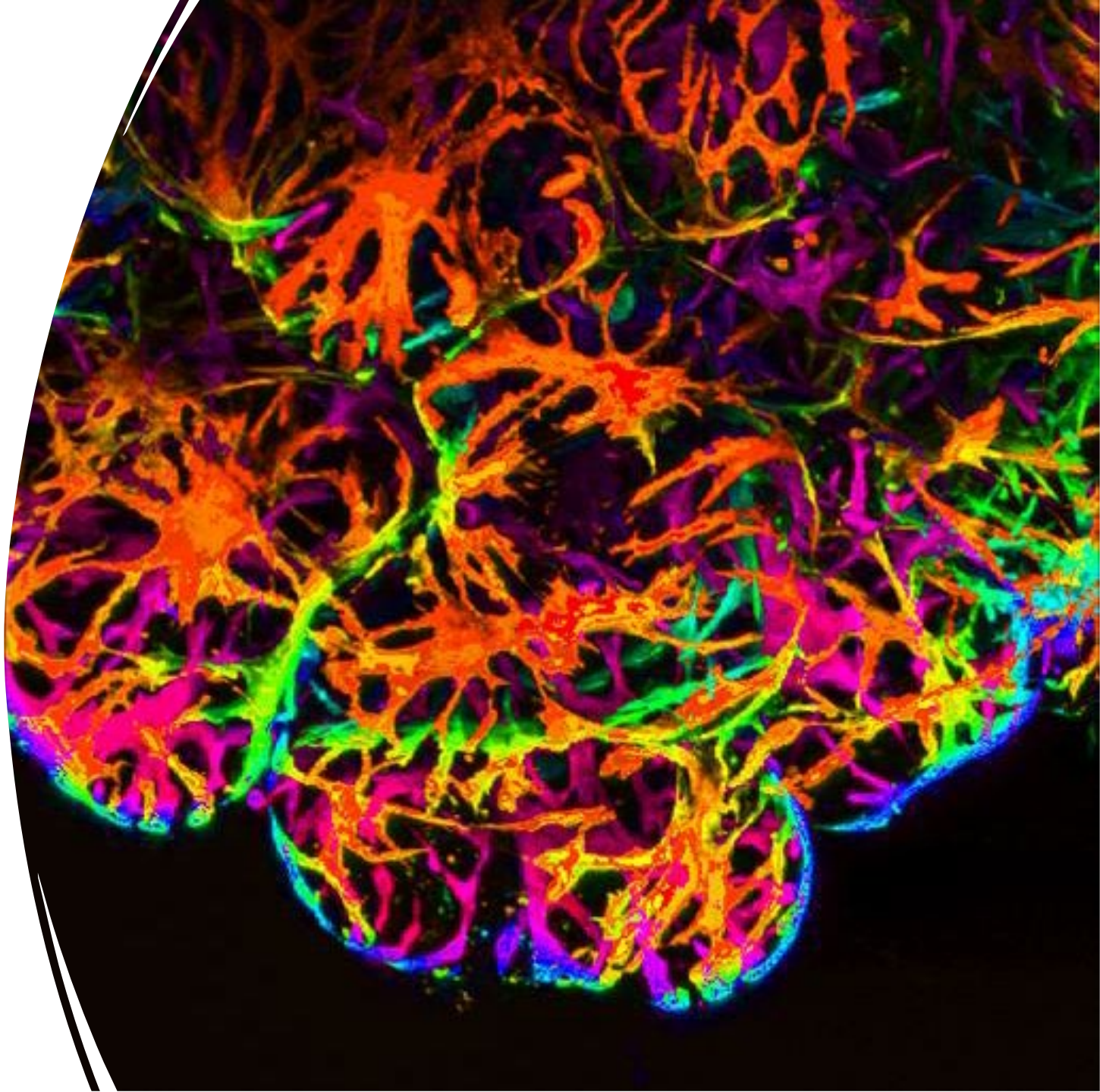
Your key responsibilities

After an initial call with your RMS contact, where we outline a proposed timeline of deadline dates and agree the number of speakers and proposed costs, the Scientific organiser(s) are then responsible for the following:

- Initially approach invited speakers and then pass on positive responses to RMS
- To provide text and images for web page description, as well as a profile photo and biography
- To consider any opportunities for applying for grants or sponsorship or to collaborate with any other groups or societies
- Pass on details of any new sponsors to the RMS for promotional purposes
- Create an outline programme for the event
- If applicable, review submitted abstracts and make selections for talks and/or posters
- Provide additional information for the programme booklet e.g. session chairs, welcome paragraph, profile photo, information on venue where applicable
- Assist with the preparation of the delegate information email, providing local knowledge and information when required
- Prepare to host event, make introductions, speeches, acknowledge sponsors etc

A few other things…

- Do share your ideas on what you believe makes for a good event
- Do publicise the event wherever possible – the RMS can provide attractive flyers for circulation
- Do pass on details of any opportunities – Journals, magazines, websites etc. – in which you think the event should be advertised



Communication

During the process of organising your event, you will have a designated member of the team assigned to you as well as our exhibition team (if there are sponsorship opportunities)

We will respond to all queries as quickly as possible

If we are taking annual leave, you will be notified in advance, and another member of the team will support you in their absence

We will provide an update sheet, so you know what tasks are outstanding

Let’s get started!

We are looking forward to working with you on this exciting project, and to delivering a high quality, memorable and professional event for the community.

Best wishes

The RMS Event Team

