



The  
Geological  
Society

*servicing science, profession & society*

## **Conference proposal guidelines**

### **Proposing a conference**

Individuals or groups interested in proposing a conference to the Geological Society should form a potential organising committee of two or more convenors. Typically, at least one of the convenors should be UK-based. Together, the convenors should develop their ideas for the potential conference, including the theme, potential speakers, and how the sessions might be organised.

The convenors should then fill in the conference proforma, filling in as many details as possible. However, we appreciate you may not be able to answer every question at this stage, and additional details will develop through time.

Please pay careful attention to the final part of the form. This section is the conference description, and should be one to two pages in length. The description must outline the theme, structure and anticipated broader impact of the conference and should identify the intended audience.

Please return the form to [conference@geolsoc.org.uk](mailto:conference@geolsoc.org.uk). Proposals should ideally be submitted at least six months before the intended date of the conference, but the Society is happy to discuss options if a topic is urgent or particularly timely.

Once submitted, provision conference proposals are discussed by the Science Committee. They will provide feedback on the development of the conference, and may offer to make the proposed conference one of the named flagship meetings of the Society (William Smith, Lyell, Fermor, Bryan Lovell, or Janet Watson).

The Science Committee will decide whether the proposal can be approved in its current state, or whether additional work or information will be necessary to make a final decision.

### **Convening a conference**

Once a conference has been approved, the conference office will work with the convenors to develop the conference. This includes booking the Geological Society lecture theatre or finding an offsite venue. The conference team will set up a web page, manage registrations, solicit abstracts, and print the conference programme and abstract book. However, it is the convenors' responsibility to create the meeting programme. The convenors are also responsible for identifying and contacting any invited and keynote speakers.

The conference office will provide on the day support, overseeing attendee check-in, tech support and catering.

The Geological Society will accept financial liability for the conference. Should there be any proceeds, these would be retained by the Society to support its charitable endeavours. Registration fees will be set by the conference team in discussion with the convenors.

# GEOLOGICAL SOCIETY OF LONDON SCIENCE COMMITTEE

## CONFERENCE PROPOSAL PROFORMA

Please fill out the Proforma as completely as possible in order to expedite your application, and return to the Geological Society of London  
(conference@geolsoc.org.uk)

Name of applicant:	
Affiliation:	
Address:	
Telephone:	
E-mail:	

Proposed title of conference <sup>1</sup> :	
Five line synopsis of meeting:	
Location of meeting: e.g. Geological Society, Burlington House	
Duration of meeting:	
Sponsors and partner organisations <sup>2</sup> :	
Names of co-convenors or organising committee <sup>3</sup> :	
Provisional date of meeting:	
Estimated number of participants <sup>4</sup> :	
Do you intend to publish a Special Publication or thematic set through the	

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<sup>1</sup> Details of the meeting should be provided on page 2 of the proforma. Please also note that the title of the conference may be subject to suggested changes from the Science Committee

<sup>2</sup> Please provide details of Specialist Groups or other organizations that have been approached or might potentially be approached to badge and/or sponsor the conference. Indicate sponsorship monies that have already been secured if applicable.

<sup>3</sup> For non-UK convenors, give name(s) of a UK-based co-convenor on the organizing committee.

<sup>4</sup> The Janet Watson Lecture Theatre in Burlington House has a capacity of 172 persons

Society's Publishing House? <sup>5</sup>	
Is the meeting relevant to informing the development of government policy?	
Is there potential media interest in the meeting?	
Would you consider writing a blog about this meeting?	
Is there a Field Trip proposed to take place in conjunction with this event? <sup>6</sup>	
Description of meeting <sup>7</sup> :	

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<sup>5</sup> It is expected that the Society will get first refusal for any publication arising from Society badged meetings. Meetings of two days or more should consider a Special Publication in the first instance. Publications proposals are subject to editorial board approval.

<sup>6</sup> Indicate what consideration has been given to ensuring the safety of participants including the presence of a first aider and any risk assessments required.

<sup>7</sup> Describe the main geoscience questions to be addressed at the conference/meeting, including their timeliness and importance in ca.1 page of text (maximum 2 pages). The outline can be provisional at this stage but please give details where possible. What audience is being targeted? How would you like the meeting to be structured? Are there societal aspects of the proposed meeting, collaborations with non-geoscience bodies, integration of sub-disciplinary areas, linkage to anniversaries or other events? Have key speakers and facilitators been identified and contacted to obtain provisional commitments to participate?

