

Guidelines for Half-day meeting Organisers

1. The topic of the half-day meeting is agreed upon between you and the IoP HEPP Committee.
2. Choose a venue and a date, or an approximate date, for the meeting. The reason it's approximate is that it usually takes a few iterations to find a time when the people that you wish to invite to speak are available. If you check the IoP HEPP events page at:

http://www.iop.org/activity/groups/subject/hepp/Events/page_6721.html

you'll see what the dates of the confirmed meetings are at present and can try to choose a date not too near (i.e. not in the same month) to the other meetings. Once you have a date, venue, and know what time the meeting will be, please let me know so that I can put that information onto the HEPP events website.

3. In choosing speakers, we encourage organisers to try to get a variety of people from different institutions, experiments, north/south, early career researchers, etc. This isn't always as easy as it sounds. Also bear in mind that the Group wishes to ensure that women and minority groups are appropriately represented as speakers at its meetings.
4. Once you have a date set and an agenda complete with speakers, the agenda should be put onto a website. This should happen at least a month before the meeting, preferably earlier. Typically, the organisers have placed the agenda on a web site of their choosing to which they have access. It might be possible for the HEPP group to have it hosted on an IoP site, but it will be more awkward to make changes and it will follow their format. It's preferable if you can put the agenda on your own site. Once that's done, you can send me the URL and I'll have a link made from the IoP HEPP Events site to the agenda. Ideas for setting up the website can be obtained by looking at the "Previous meetings" link under the HEPP group's Events page.

Your website should include "registration" information, i.e. who should people contact to say they'll attend? This is so that you know how many people will need coffee/tea/biscuits. (There are typically about 40 people at a half-day meeting, although there is a sizeable variance

on that number.) Please also include any other information you think people might need, for example travel information.

5. We typically budget about £300 for each halfday meeting, although please don't feel that you need to spend it all. This does mean that the speakers must be a bit careful about how and when they travel, for example not by train during peak hours! The secret is to book well ahead for travel both by air and train. If you think you'll go over-budget, please let me know. The way the finances work is that speakers claim their expenses on an IoP travel form and you send in any expenses on an invoice. The latter are normally for items like coffee and biscuits only with the host group contributing organizational effort. Expense forms should go through Tara Shears or Mike Green for authorization.
6. The meetings are usually advertised by sending a message to Rob Edgecock, asking him to forward a notice to the recipients of HI-PHI. Rob's email is:

edgecock@mail.cern.ch

The notice will have the pertinent information in it, such as where, when, and what, and will have the URL for the website which has the agenda and further information. In addition, if you send the notice to me I'll send it to the heads of all of the HEP groups.

Please feel free to contact me with any other questions.

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