



Events Programme

The Royal Society of Edinburgh (RSE) organises around 55 events each year ranging from conferences to lectures and discussion forums that are aimed both at the specialist and the general public. The Society's independence and the breadth of its Fellowship combine to provide these important neutral forums that enable leading specialists, researchers and commentators to engage in well informed debates on topics concerning the well-being of Scotland. Please read the following guidelines for more information about submitting a proposal.

Scottish Charity No. SC000470

Background Information

1. Structure of Events:

a. Public Lectures

A regular series of one-to-two-hour public lectures delivered by eminent speakers on subjects of general interest. RSE lectures are funded from Fellows' subscriptions, Scottish Executive funds, RSE Prizes funds and corporate and charitable donations. RSE lectures include:

- Ordinary Meetings – where public lectures are preceded by Society business, such as new Fellows signing the roll. There are usually 4 of these per year.
- Prize Lectures – the RSE awards Medals, Prizes and Prize Lectureships annually. Prize Lectureships carry monetary awards and are normally awarded to lecturers in recognition of the outstanding work they have done. Fellows are asked each year to make nominations for the awards, and completed nomination forms are required by the end of November. Further details and forms for this purpose can be obtained from Anne Fraser, Research Awards Manager tel. 0131 240 5013.
- Regional Lectures - an annual programme of lectures on a wide range of topics that take place at venues across Scotland. These lectures are usually hosted by local organisations or institutes and are given by those recognised as rising stars in their subjects. The aim is to provide greater networking opportunities for Fellows whilst attracting wider audiences.
- RSE/ Royal Academy Of Engineering (RAEng) Annual Lecture - this annual lecture is organised jointly with the RAEng and hosted by in alternate years by the RSE or RAEng. The aim is to promote research in engineering.
- RSE/ Scottish Consortium for Rural Research (SCRR) / Society of Biology (SoB) Lecture - this lecture, supported by the SCRR and SoB, aims to promote knowledge and research into plants and biology.

b. Discussion Forums

One-to-two-hour multidisciplinary events involving two-to-three speakers who give an opposing point of view on a highly topical issue. The aim is to stimulate discussion and provide a neutral forum for informed consideration on matters of strategic importance to Scotland's wellbeing.

c. Conferences

One-to-three-day events, on topical areas of interest, that aim to inform a specialist audience or bring matters of importance to a public forum. Conferences are held throughout the year in partnership with a number of different bodies, and are funded through corporate, public and charitable donations and registration fees.

2. Timing

The majority of events are chosen approximately two years in advance. Exceptionally, highly topical events may be arranged at shorter notice.

3. Selection

The Meetings Committee, made up of RSE Fellows from a variety of backgrounds, selects event proposals. The decision of the Committee or RSE Council, which assesses these proposals, is final. Unsuccessful proposals will lapse unless notified otherwise.

4. The organisers

Following approval, the Programme Convener and the Events Manager will decide if the event requires a small Organising Committee to be set up. Organising Committees are normally set up for conferences and consist of 6-8 members including a Chairperson, who should be a Fellow of the Society. The Chairperson will be responsible for convening the minimum number of essential meetings of the Organising Committee and will be responsible for reporting to the Programme Convener and/ or Events Manager progress with the arrangements for the event. Not all members of the Organising Committee need be Fellows of the Society but it is expected that the majority will be. Further details about the organisation of events can be obtained from Róisín Calvert-Elliott, Head of Events and International Relations, The Royal Society of Edinburgh, 22-26 George Street, EDINBURGH EH2 2PQ

Tel: 0131 240 5000, Fax: 0131 240 5024, E-mail: rcalvert-elliott@royalsoced.org.uk,

Website: www.royalsoced.org.uk.

5. Publication

A summary of the proceedings from all events will be published in a Review for the Session, which is produced annually each Spring. Speakers are required to provide summaries of their presentations for this purpose. A summary report, along with an audio recording, is also made available on the past events section of the RSE website following each event.

6. Finance and Fundraising

Events held by the RSE fall into three broad categories for funding:

- activities that could be fully-supported by potential funders
- activities that could be part-supported by potential funders
- those RSE should help to finance.

Budget constraints require that proposals which fall into the latter two categories will be assessed on a competitive basis. The Meetings Committee will allocate its budget to each of the categories to meet the strategic objectives of the programme. Proposers are encouraged to suggest potential sources or avenues for funding.

The RSE provides comprehensive meetings facilities and full administrative back-up. All events held within the Events Programme must therefore include a contribution to staff and overhead costs. It is the responsibility of the Head of Events and International Relations to prepare an outline budget at the earliest opportunity, identifying fixed and variable costs, and to refine the budget as the programme's planning develops. It is the responsibility of the Organising Committee to suggest a strategy for obtaining the required funding and to agree with the Programme Convener and/or Head of Events and International Relations arrangements for approaching potential donors. It is helpful when the organising committee can make initial verbal approaches to possible funders, which can then be followed up by the Head of Events and International Relations. The Society's experience has shown that a reasonable initial target for donations can be calculated using the following rule of thumb:
Donations = two thirds of fixed costs (excluding contingency)

Specimen budgets can be obtained from:

Róisín Calvert-Elliott, Head of Events and International Relations, The Royal Society of Edinburgh, 22-26 George Street, EDINBURGH EH2 2PQ, Tel: 0131 240 5000, Fax: 0131 240 5024, E-mail: rcalvert-elliott@royalsoced.org.uk, Website: www.royalsoced.org.uk.

It is RSE policy that any member of staff or Fellow seeking outside funds to augment the budget for a specific purpose must be authorised to do so by the Programme Convener, with the consent of the Treasurer, before such authorisation can be given.

**The Royal Society of Edinburgh
Event Proposal Form**

Please complete this form using typescript. All parts of the form should be completed and your proposal will be judged solely on this information together with referees' reports. A completed copy of the form should be sent to Róisín Calvert-Elliott, Head of Events and International Relations, by e-mail: rcalvert-elliott@royalsoced.org.uk or by post: The Royal Society of Edinburgh, 22-26 George Street, Edinburgh EH2 2PQ. If you have any queries or require any further information please contact also Róisín Calvert-Elliott on tel. 0131 240 5000.

1. Type of Event

Indicate what type of event would be most appropriate i.e. Lecture, Discussion Forum or Conference. If you think it should be a conference, stipulate whether it should be a one, two or three day event.

2. Title

This should be clear, simple and eye-catching and suitable for use on publicity material.

3. How is the topic appropriate?

Describe the reasoning behind your proposed event, explaining the ways in which the subject matter is highly topical and/or timely.

4. Other meetings

List with the titles and dates, any other events covering similar topics that are scheduled to take place within the next two years.

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5. Topics to be covered

Give a brief outline of the event, including topics to be covered.

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6. Outcomes (what change or difference do you want to make through holding the event)

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7. Speakers

List the names of potential speakers and explain why they would be appropriate.

Title/ Name	Address	Subject area	Have these people agreed in principle to speak?
			Yes/No

Speakers Cont'd			
Title/ Name	Address	Subject area	Have these people agreed in principle to speak?
			Yes/No

8. Suggested speaker referees (applicable for lectures only)

Please provide the names and addresses of two people whom we could approach for speaker references. Proposed referees should be a RSE Fellow (FRSE) unless there is no Fellow who is expert in the field of the proposal, and should be independent of the proposer.

Name	Name
Department	Department
Organisation	Organisation
Address	Address
Email	Email

9. Alternative venue (applicable to Regional Lectures only)

List potential local institutes or centres across Scotland that you think would be willing to host the event.

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10. Target audiences / potential avenues for publicity

Define the composition of your intended audience and list potential avenues for publicity.

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11. Fundraising

List the names of potential sources or avenues for funding.

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12. Organisation (applicable to conferences only)

List the names of those who you feel should be involved in the Organising Committee for the event.

Title/ Name	Address	Subject area	Have these people agreed in principle to take part?
			Yes/No

13. Joint Events

If the proposal is for an event that is to be organised jointly with another organisation, please provide full details of the suggested organisation.

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14. Additional information

Please provide any further information about your proposed event that may help the Meetings Committee.

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15. Proposer's Details**Submitted by**

Title	First name	Surname
Position	Department	
Organisation		
Address (for correspondence)		
Tel:	Fax:	
E-mail	Website (if appropriate)	
Signature (proposer)	Date	

Please indicate where you heard about the procedure for submitting proposals for RSE events.

Direct mailing		FRSE		Research Fellow		Web		Resource newsletter	
Other (please state)									