

## Member-Led Meeting – Terms and conditions

- Organisers: Organisers of an MLM should be members of the Society. Co-organisers do not have to be members, however the majority of applicants must be. E.g., 3 members of a 5 person organising committee must be members.
- **Delegate fees:** fixed at £40 and £80 for members and non-members respectively.
- **Cost:** Each MLM should break-even, with the above delegate fees modelled. Proposals exceeding these projections are likely to be rejected. A maximum subsidy of £2,500 is available to cover any losses at the end of the conference. This subsidy should not be considered in the planning phase of the MLM. It is reminded that any financial deficit the MLM incurs is at cost to the Society.
- **Delegate numbers:** MLMs should not anticipate attracting any more than 40-50 delegates, majority of who should be Nutrition Society members. MLMs are designed to address niche areas of nutrition research not covered by the core conference portfolio. In the instance that an MLM is forecasted to exceed the 40-50 delegates, it should be considered as a core conference programme topic and shared with the Science Committee.
- **Dates:** Although the dates of an MLM are advised by the applicant, an MLM cannot take place within 2 weeks of another MLM or a main society conference.
- **Repeated MLMs:** An application cannot be submitted by the same applicants for more than two consecutive years.
- **Repeated topics:** MLM topics should be varied. There should be no repetition in programme content for at least two years post the initial application.
- **Abstracts:** There are no abstract submissions for MLMs.
- **Budget:** The Society's MLMs are allocated an overall budget total of £10,000 in subsidies each year. The Society has the right to withdraw the MLM budget at any stage in the year, should it be exceeded by prior meetings.
- **Volume:** There will be a maximum of 4 MLMs per year, with the potential for less if the £10,000 budget is exceeded.
- **Length of meeting:** One day only, normally 10:00-16:00.
- **Catering:** A basic catering offering should be budgeted for (refreshments and lunch). The catering cost per head must not exceed the minimum delegate fee (£40).
- **Drinks reception:** Drinks receptions are not permitted at MLMs, to meet the 10:00-16:00 programme timings.
- **Speakers:** Ideally, speakers should be selected locally to keep costs down, and therefore should not require accommodation. A maximum of 2 speakers can be financially supported for accommodation if the local organising committee are able to budget for this. Speakers do not receive an honorarium for speaking at any Nutrition Society conference.

An example project plan is found below.

Local organisers	NS Office	Science Committee	Task
			Application for MLM submitted (must involve a majority of NS members as applicants)
			MLM application review
			Invitations to speakers (formal - no informal process)
			Finalise programme with sign off committee - submitted at Science Committee
			Initial conference details form (conference overview) completed - for promotion on website
			Create web page and open registration
			Promotion (ongoing)
			Manage delegate queries
			Manage speakers (ongoing programme changes/logistics/venue/accommodation etc)
			Manage programme updates on NS website
			Manage invoices associated to conference
			Prepare and share final delegate email
			Final email to speakers
			Badge production
			Send conference materials (holding slides/materials/banners)
			Final logistics check
			Thank you to speakers and share expense form
			Budget
			Expenses processed
			Thank you email to delegates