

# Member-Led Meetings – Operating Guidelines

## Definition

A Member-Led Meeting is defined as any meeting in person or online where a registration fee is expected to attend, although members may be free or receive a discount.

The main goals of these meetings are as follows:

- A detailed focus, which may be attractive to members
- Responsive to new scientific developments
- Attractive to those working the sub-field or area, both for the science and networking
- Offer early career researcher opportunities
- Act as a development programme of ideas for sessions within larger conferences
- Provide opportunities to trial new collaborations with other societies / sponsors
- Be Member-led

## 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.

Special Interest Group (SIG) meetings requiring Society financial support must be submitted through the MLM application process.

## Frequency

There will be a maximum of 5 MLMs per year and applications will open in March each year and applications will be accepted up until mid-April of that year. After which the review panel consisting of the Theme Leads and relevant Trustees (Honorary Science and Programmes Officers) will assess and approve the Member-Led Meeting applications.

## Budget

The Society's MLMs are allocated an overall annual budget of £10,000. The Society has the right to withdraw the MLM budget at any stage in the year, should it be exceeded by prior meetings. The proposed budget should include the following headings:

- Expected income (registration, sponsorship etc)
- Expected expenditure
- Total Meeting cost

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- Estimated number of delegates & proposed Member and Non-Member Fees
- Grant required (£2,000 max available.)
- Use of the NS grant and how it will support delivery.

### Cost

Each MLM should be cost neutral/break-even, with the above delegate fees modelled. Proposals exceeding these projections are likely to be rejected. The Society provide a maximum contribution of £2000 towards the cost of approved Member-Led Meetings. Applicants should submit a realistic budget showing how the meeting will **break even** using registration income, optional sponsorship income, and the Society's funding.

Chairs are reminded that there should be no financial deficit as the Society will not be able to subsidise any further costs. The funding of up to £2000 is a contribution, and not a loss subsidy. Any deficit will be the responsibility of the organisers and will not be covered by the Society. The funding can be paid in advance of the event taking place, by sending a copy of the venue, catering or other invoice to Alison Barham via [membership@nutritionandsociety.org](mailto:membership@nutritionandsociety.org)

Any underspend or profit **must** go back to the Nutrition Society. The original budget plan should be updated with actual cost figures once the event is completed and should be included with the event report for the Science Committee.

### Delegate fees

These should be fixed at £40 and £80 for members and non-members respectively, for a one-day event.

### Delegate numbers

MLMs should not anticipate attracting any more than 40-50 delegates, the 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, or to support activities led by SIGs.

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.

### Programme

There will be a maximum of five MLMs per year.

**Length of meeting:** One day only, normally 10:00–16:00 hrs.

**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 and budgets.

**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.

### 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.

### Communications

The Membership Team can help with set up and promotion of the event, by:

- 1) Putting the event on the website
- 2) Managing online registration
- 3) Sending delegate emails
- 4) Event promotion

### Project Plan

A basic project plan checklist is shown on the next page to indicate what needs to be considered at various stages. An example project plan is found below/overleaf.

Local organisers	NS Office	Science Committee	Tasks
✓	✓		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
	✓		Update budget and send this and report
	✓		Expenses processed
	✓		Thank you email to delegates

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