Hooke Committee Procedures

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General call for proposals
The general call for proposals is open to submissions all year round, with soft deadlines at the start of April and end of September to be considered at the Committee meetings in June and January respectively. The call seeks proposals for the Society’s two-day Discussion meetings (with the option for a subsequent follow on two-day Satellite meeting), two-day Science+ meetings and two-day Theo Murphy meetings.

Previously the call opened twice a year. The decision was made to keep the call open all year to encourage a greater number of proposals. The number of proposals being submitted dropped significantly following the pandemic and it is hoped that by having the call open all year it will be easier to market the call.

Opening the call for proposals
Following a decline in submissions after the pandemic, the call is now open all year round, with soft deadlines in April and September. This section has been retained in the procedures should the decision be made to return to twice-yearly calls.

Ideally, the call for proposals should open once the proposers from the previous round have been informed of the Committee’s decision. The closing date should allow at least a few days post-submission to prepare the submission spreadsheet, one week post-submission to approach the
Committee for guidance on independent referees, at least 3 weeks for referees to complete a review and 1-2 weeks before sending the proposals to the Committee to chase outstanding referee reports.

Generally the deadlines are the first Wednesday in April and the last Wednesday in September.

**Flexi-grant**

There is a separate document on opening the call for proposals on Flexi-grant. Please note that any new questions or updating the preferred dates options must be done by someone with superadmin status on Flexi-grant. Once the proposal forms have been published to the portal, you should be able to see them in the Application portal when you log into Flexi-grant. If necessary you can start a proposal to check the form is working and it can be deleted in the Manage grants tab.

**Marketing**

Prior to the call for proposals opening, design requests should be submitted for:

- PDF e-flyer and social media flyer
- Other online advertising
- Advert for the programme booklet back cover
- Printed postcards advertising the call (tbc)

The marketing strategy should be devised in conjunction with the Marketing and Communications Officer, Scientific Programmes. They will liaise with the Digital and Publishing teams to promote the call and can advise on appropriate marketing routes.

The Hooke Committee are keen that the call be promoted to diversity in STEM groups to encourage people from underrepresented backgrounds to submit a proposal.

Images of participants at Chicheley Hall can be found here: [I:\Events\2016\2016 - Theo Murphy.](#)

Images of participants at a Discussion meeting can be found here: [I:\Events\2020\Earthquakes discussion meeting.](#) A scientific image(s) from an upcoming meeting is used for the flyers. The scientific organisers should be approached (via the Scientific Programmes Officer coordinating their meeting) to obtain permission to use their image for this purpose. **NB images of participants at Chicheley may no longer be appropriate to use following the permanent closure of the venue.**

**Email marketing:** individual email campaigns advertising the call are sent to UK Heads of Department (HoD), UK Vice Chancellors, and Pro-VCs for research when the call for proposals opens. Subsequent email campaigns should be sent to these individuals as reminders.

The call for proposals should also be advertised in the Society’s monthly *Scientist newsletter* and the *Research Fellow newsletter*, the Marketing and Communications Officer will be able to co-ordinate this.

The PDF e-flyer can also be sent via email attachment (on adestra) to HoD administrators, learned societies and research councils.

**Social media:** the content for the social media flyer should be approved with the Marketing and Communications Officer first. Once designed and approved by the Head of Section, the Marketing and Communications Officer will liaise with the Digital team to use this on Twitter and LinkedIn.
**Meetings:** The call for proposals advert should be used as the back cover for the programme booklets, both printed and electronic (if applicable). The postcards advertising the call for proposals should be placed on the registration desk following morning registration. Please let the Scientific Programmes team know when these are ready and where they are stored.

**Sitecore:** The call should feature on the scientific meetings landing page: [https://royalsociety.org/science-events-and-lectures/for-scientists](https://royalsociety.org/science-events-and-lectures/for-scientists). This landing page feature is edited via the following item path: /sitecore/content/royal-society/all-pages/home/science-events-and-lectures/for-scientists

**Fellowship:** Contact the Fellowship Manager to add a notice to the Fellows e-Room. Contact the Communications Project Manager to see if it is possible to include a note on the call in an upcoming circular to the Fellowship (usually in the Executive Director’s update). The Marketing and Communications Officer may be able to assist with this.

**Website**
The guidelines for proposers can be found on the Society’s website here: [https://royalsociety.org/science-events-and-lectures/scientific-meetings](https://royalsociety.org/science-events-and-lectures/scientific-meetings). The FAQs and proposal guidelines document should be updated after each soft deadline as it includes dates. The link to Flexi-grant should also be available on this page.

The grey box should be updated when the call opens and closes. This is edited via the following widget: item path: /sitecore/content/royal-society/configuration/components/scheme-application/events/scientific-meeting-proposal

Use an adapted version of this text:

Be part of the Royal Society scientific programme

The call for proposals is now open all year. [Submit your proposal](https://royalsociety.org/science-events-and-lectures/scientific-meetings) by 28 September 2022 for consideration in January 2023.

Download the frequently asked questions and guidance notes. [Link to FAQs document, example](https://royalsociety.org/science-events-and-lectures/scientific-meetings)

Enquiries: contact the [Scientific Programmes team](https://royalsociety.org/science-events-and-lectures/scientific-meetings)

**Submission of proposals**
All proposals must be submitted on Flexi-grant. The deadline is usually set to 3pm to allow technical issues to be resolved while staff are still in the office. Where necessary a short extension can be given to a proposer. Instructions are in a [separate document](https://royalsociety.org/science-events-and-lectures/scientific-meetings).

Tip – the most common reason that a lead proposer cannot submit their complete proposal is that their co-proposers have not submitted their contribution. This can be checked by opening the application form from the application summary and looking at the participants tab on the summary page of the proposal.

Once all the proposals have been submitted, it is useful to create a spreadsheet to track the status of proposals and to use a working reference document. The information can be pulled from Flexi-grant
using the Query and export function. Example of a past spreadsheet. Proposals should be checked and marked as pass on Flexi-grant to allow them to be reviewed.

Following submission, proposals should be checked for the following:
- Have all questions on the proposal form been completed?
- Is there a complete list of speakers?
- Referees are not also speaking at the meeting, or a member of the Committee, and referees are not from the same institution as the lead or co-proposers.
- Is career stage information provided for all speakers?
- Have all speakers agreed to speak?
- Has the 30% gender balance requirement been met? If not, has an explanation been provided?
- Have they uploaded their draft programme?

Apart from the first three points, the proposal can still be sent for review while you go back to the lead proposer to obtain this information. However, the proposer will be required to provide this information before the proposal is submitted to the Committee.

Anything unusual within the proposals should also be noted for the Secretariat’s information at the Committee meeting in case that particular proposal is accepted; this can then be checked with the Committee at the meeting. For example:
- Speaker line-up is more than the recommended 16 speakers
- An unusual meeting format is proposed (e.g. 1 or 3 day DM, breakout sessions etc.)
- The proposal is a resubmission

Refereeing
Referee reports are sought using Flexi-grant. Instructions for moving the proposals through the review stages.

Independent referees should be sought for each proposal from the relevant Committee member(s). Each proposal should be allocated to a Committee member according to their area of expertise. Following approval by the Chair those Committee members should be approached to suggest independent referees for the proposal. This helps to spread the allocation of independent referee suggestions amongst the Committee, rather than it just being the Chair’s responsibility. Where a Committee member is unable to assist, the Chair may be able to make some suggestions.

Once all the referee names have been collected (three named referees from the proposal form and the independent referees from the Committee), the reviewer assignment tool in Flexi-grant is used to request the references. Where a referee does not have a Flexi-grant account, they should be asked to sign up first.

Tip – if a referee is not showing up in the reviewer assignment tool even though they have an account, it is probably because they have the wrong status on Flexi-grant. When you check that each referee has an account it is useful to check their person status. If they are a registered user, click on edit person and under security and access change their status to peer reviewer.

Referees should be given one week to sign up to Flexi-grant and three weeks to complete their reference (if possible, less if they have signed up late).
Referees should be sent a gentle reminder a week before the deadline and then can be chased for up to a week to two weeks after the deadline.

**Proposal booklets**
Before the Committee is invited to review the proposals, it is helpful to pull the proposal booklets off Flexi-grant to check that everything is working as you expect. Separate booklets are made for DM, Science+ and TM proposals. There are instructions for Committee members to do this, it works the same for an admin except you use the Manage grants tab. It is helpful to download the booklets in alphabetical order of proposer surname (menu bottom right in Download pdf options box).

For the Committee meeting a few hard copy booklets are printed and distributed around the room. They are also helpful for the Secretariat to use as reference documents after the meeting. Booklets are printed in the print room, the code is SC1A.P00IMU.41610 for one meeting and SC1A.G00IMU.41610 for the other.

**Sending proposals to the Committee**
The proposals should be sent to the Committee as soon as possible (using the reviewer assignment tool) and can be sent in batches if necessary (where some proposals have very few/no references and are not ready to send to the Committee). The last batch of proposals should be sent no less than two weeks before the meeting. The Committee are asked to provide two scores: one for scientific quality; and the other for clarity, value and achievability. The Committee should be given a deadline by which to provide scores so that the proposals can be ranked and circulated with scores prior to the meeting.

The Committee should also be sent a spreadsheet listing the Flexi-grant reference, lead proposer and proposal title, as some members find this useful to refer to while reviewing the proposals.

Scores are pulled off Flexi-grant using the Query and export function and used to build the scoresheets (example). Committee comments should be collated into a document (example) for the Chair to refer to during the meeting.

The Physical and Biological Secretaries are not required to score the proposals but should still be able to view the proposals.

The proposal booklets should be sent to the members of the Publishing team who will be attending the meeting. This is easiest using OneDrive.

**Committee meeting – acceptance**
The Committee will accept DMs, Science+ and TMs at the meeting. The Chairs notes will set out how many of each can be accepted at the meeting. Each accepted meeting should have a member of the Committee within that area of science assigned to it as a caretaker. The caretaker is approached for approval if revisions are requested, or if changes of more than 25% are made to a proposal following acceptance.

**Accepted proposals**
As the Hooke Committee are a decision making Committee, further approval is not required by Council following the meeting. However, the Chair of the Hooke Committee is required to report to Council on Committee activities annually.
The Committee and referee feedback on revisions to be made to the accepted meetings should be written up following the Committee meeting, and sent to the Chair for approval. Publishing will let you know which of the accepted meetings they wish to publish, and in which journals.

Following approval of the feedback, schedule the accepted meetings in the events schedule spreadsheet (check the proposal form for date preferences and dates to avoid first) and prepare the acceptance letters (signed by the Executive Director) and the acceptance forms. See examples. When scheduling the meetings, ensure an appropriate balance each month of A/B side meetings, and if there are any meetings from a similar area (eg neuroscience), these are scheduled a few months apart.

If an approved meeting is from a fellow, contact the Chief Science Policy Officer before the email is sent to the organiser.

The acceptance letter should be emailed to the lead scientific organiser (Cc. co-organisers), together with the acceptance form, and any feedback outlined in the letter.

Theo Murphy organisers may be offered a special issue but this is not compulsory as it is for Discussion meeting organisers. Do not include any information about publishing in the information for organisers or acceptance form, and Publishing will contact them when they are ready.

Links to journal websites – Phil Trans A; Phil Trans B

Scientific organisers should be given two full weeks to contact their speakers and agree the meeting dates. Liaise with Conferencing in London to find alternative dates if required. TM venues will be contacted following confirmation of dates.

Following acceptance of the meeting dates, contact the scientific organisers for the final meeting information by sending the organiser information form (final title, confirmation of the synopsis, final programme, speaker emails, meeting images) and Cc. Publishing if the meeting is being published. This may also be the appropriate time to introduce the officer organising the meeting. The scientific organisers should be given three full weeks to do this. If they have been asked to revise their programme, the organisers should be asked to provide a summary at this point of how they have addressed the Committee/referee feedback for submission to the Hooke Committee caretaker. The role of the caretaker is to ensure the committee’s concerns (if there are any) are addressed in the revised programme, oversee meeting etc.

If revisions were not requested, check the final proposal once received against the original proposal. If changes of less than 25% have been made to the meeting programme, the meeting can be transferred to the assigned Scientific Programmes Officer to organise. If more than 25% changes, or revisions to the programme were requested by the Committee, the programme will need to be sent to the Committee caretaker for final approval first.

At this stage a short discussion should take place with each of the TM organisers to discuss possible locations for their meeting. It is also helpful to discuss whether they would like any breakout groups or a poster session, and how many people they think will attend the meeting. This information can then be passed on to Key Travel for them to carry out a venue search.
Rejected proposals
The lead proposers of rejected proposals are sent an email informing them that their proposal has not been successful on this occasion. Proposers may contact you by email for further feedback, which you can provide from a summary of the Committee and referee feedback. Unless requested by the Committee, any feedback is not an invitation to resubmit; however, the proposers are more than welcome to resubmit should they wish to. Any resubmitted proposals will be treated the same as any newly submitted proposals.

If a rejected meeting is from a fellow, contact the Chief Science Policy Officer before the email is sent to the organiser.

Accepted proposals – confirming room bookings, hotels and coaches
Confirm with Conferencing the dates and the title of the Discussion meetings as dates are accepted by the scientific organisers. The booking contracts should be saved in the relevant email folder and drive folder for each meeting. Folders and email folders are saved using the following format: meeting type – meeting number [in order of when the meeting occurs in the calendar year] – (year) – short version of meeting title, eg DM01(20) Ice giant planets is the first DM in 2020.

The Society will book accommodation in London for the speakers, chairs and organisers. We have a negotiated rate at the Strand Palace Hotel. Rooms have to be paid for in advance so the contract should not be requested until the speaker requirements have been collected.

For any DMs with SMs, book a one-way coach for 5pm on Tuesday afternoon from Carlton House Terrace to the SM venue with P & J Ellis Ltd by contacting enquiries@pjellis.co.uk. A 53-seat coach is booked initially, and can be reduced by the Scientific Programmes Officer closer to the meeting if numbers are low. Save confirmation in the relevant meeting email folder.

Organisers have the option of requesting to hold their DM at an alternative UK venue. Where this option has been selected you will need to work with the organiser to visit their preferred venue to check that it meets our requirements and to book in suitable dates. The scientific organiser should not book the venue or sign any contracts. If the venue is suitable, contact Key Travel to book the venue and hotel rooms for speakers.

Following a discussion with the TM organisers about the requirements of their meeting, Key Travel will perform a venue search. The venue can then be selected and booked once agreed with the organisers.

Accepted proposals – internal comms
The events schedule should be kept up to date as the meetings are confirmed and as any changes are made, such as to the meeting title. Once all the dates are confirmed a list can be made for internal circulation around key teams in the Society, including Industry, Press and Science Policy. The Virtual and Hybrid Events Manager should also be sent a list of confirmed meetings in London so they can schedule the appropriate AV support.
Science+ and Fast-track meetings

Royal Society Science+ meetings were established to expand the Society’s scientific programme beyond pure science, to those areas which build on or function alongside science, for example policy or public health. These two-day meetings will be held in London. The Fast-track Discussion Meeting series were established to allow our two-day meetings in London to take place within approximately 6 months of approval.

Originally, Science+ and Fast-track proposals were accepted on a rolling basis. However, this has changed and proposals can only be submitted during the general call for proposals, with the same soft deadlines as the other meeting streams.

Fast-track discussion meetings are proposed using the Discussion meeting proposal form. There is a question where the proposer can explain why their meeting should be held sooner than a standard DM. If the Committee agrees with this, the meeting is selected as a FTDM. If the Committee selects the proposal but does not agree with the justification for a Fast-track meeting, the proposal is selected as a normal DM.

Science+ meetings have their own separate proposal form as they have additional questions, and the Committee give an extra score for the ‘+’ element. They are processed in the same way as the other proposals, however, when soliciting independent referees it can be helpful to approve another team in the Society for assistance with this, if the proposal falls within their area.

Before submitting a full Science+ proposal, proposers are required to submit an outline proposal. The outline proposal can be submitted at any time. Upon receipt of an outline proposal, it should be sent to the Hooke Committee Chair in the first instance. If they are happy to proceed, it should be sent to a member of the Hooke Committee in a relevant field and the Chair of another Royal Society Committee that it falls within (eg the SPEAC Chair). This Chair will either comment on the proposal themselves or nominate another member of their Committee to review it. It is hoped that by including the outline proposal stage, the quality of full Science+ proposals will improve, as the proposers will have received feedback on their meeting proposal at an earlier stage. Please note that an outline Science+ proposal cannot be accepted for a meeting. A full Science+ meeting proposal will still have to be submitted.

Both FTDM and Science+ meetings are Royal Society funded and should be charged to SC1A.G00IMU and not SC1A.P00IMU.
Hooke Committee

The Hooke Committee is made up of Fellows, Research Fellows and others with relevant experience. The membership should always include the Editors of Philosophical Transactions and the Physical and Biological Secretaries in an Ex Officio capacity. There should be at least 15 members, chosen so that there is appropriate breadth and balance across the sciences.

The Committee membership can be found on the CRM where it is kept updated by the Fellowship Manager. A working Committee spreadsheet with a separate tab for each year can be found here: S:\Scientific programme\Hooke Committee\Committee membership.

Members of the Publishing team are also invited to attend the Committee meeting – these are the Commissioning Editors of the journals Philosophical Transactions A, Philosophical Transactions B and Interface/Interface Focus.

Membership changes
Members are appointed for a fixed term, which is initially for three years. As such, each year some members will retire and will need to be replaced.

If a Committee member has only served one term of three years, they may be invited to renew their membership (usually 1-2 years renewal period) if they wish to. However, it is not expected that retiring members should renew. If a retiring member does not wish to renew, or a member has already renewed, you will need to find a replacement member.

The Fellowship Manager is responsible for coordinating the process of all Royal Society Committee members. The Fellowship Manager will contact each Secretariat with a timetable of membership changes each year as membership is subject to approval by the Officers and Council. Normally Chair replacement suggestions are needed by April/May and member suggestions are needed by June. It is sensible to co-ordinate replacement member suggestions with the Senior Medals and Awards Officer to ensure that we are not suggesting the same people for multiple committees.

Term dates are tracked in the Hooke Committee spreadsheet, and you will also be notified of who is due to retire by the Fellowship Manager. Members should be asked in January’s meeting to provide suggestions for replacements.

The Hooke Committee needs a spread of members across the scientific disciplines with member diversity. Usually retiring members are replaced by someone from a similar area of expertise; however, you should also use this opportunity to look at the existing membership and see where there are subject gaps (eg if there is a trend in recent proposals submitted). When inviting new members to the Committee ensure that diversity of the Committee (eg gender balance, ethnic origin, spread of institutions) is maintained and improved where necessary. Once agreed within the Scientific Programmes team you will need to send your Chair the following:

- A list of members retiring that year
- A list of existing members
- Highlight missing subject areas or improvements to membership diversity
- A list of suggested new members including one or two alternatives.

Once your Chair has confirmed which new members should be invited this will be sent to the Fellowship Manager for approval by Council. The list is sent to the Fellowship Manager with a first choice to be invited, and at least one ‘failing whom’ choice per invite. This means if your first choice declines, the Fellowship Manager can invite your second option without having going back to Council for further approval.
The Fellowship Manager will prepare letters of invitation/retirement letters, which you will send. It is recommended you scan these and follow up with an email to the new member. Make sure you chase invited members so you can finalise your membership promptly. Members are asked to respond directly to the Fellowship Manager within their invitation letter. The Fellowship Manager will keep you informed of acceptances and declines.

Once new members are confirmed, contact them with the next Committee meeting dates. You should also send them the terms of reference, code of conduct and updated notes for new members. See example.

**Booking your meeting dates**
The Hooke Committee meets in January and June. You can hold provisional dates with Conferencing where your Chair, the Editors of *Philosophical Transactions* and the Physical and Biological Secretaries are available. Available dates for the Physical and Biological Secretaries should be obtained first from the Officers’ PA.

The Conference Room and Kohn Centre work best as they have the best AV capabilities for a hybrid meeting. You will need to book a room for the whole day: the meeting normally starts at 11am, with a working sandwich lunch around 1pm, and ends between 3.30-4pm. Once you have a number of dates you should circulate these to your Committee members (including any confirmed new members if applicable) for the most popular date. Book the most suitable date with Conferencing and confirm with the Committee members. The dates should also be booked in with the Hybrid and Virtual Events Manager using the form on the intranet.

Committee meeting dates should be booked a year in advance so you always have the next two dates in the diary.

**Meeting papers**
Meeting papers should be circulated to the Committee (and members of the Publishing team) at least two weeks in advance of the meeting. Prior to this, the papers will need to be approved by the Head of Section and the Chair.

The following are standing items on the agenda. The Chair should be approached with additional suggestions for the agenda, and asked for their input in advance to finalise the agenda:

- Apologies for absence
- Minutes of the previous meeting
- Matters arising
- Terms of Reference and Code of Conduct
- Membership
- The Royal Society scientific programme to date (reports on registration numbers, list of past and forthcoming meetings). *Note: In the January meeting a yearly report is given on the previous calendar year.*
- Report of the Transforming our Future conference series (prepared by the Industry team)
- Report of the International meeting programme (prepared by the Senior Scientific Programmes Officer, International)
- Diversity of the Scientific Programme
- Science+ and Fast-track discussion meeting report
- Scientific meetings (selection of the scientific meetings)
These additional papers are presented at the January meeting:
  o Call for proposals topic reporting

These additional papers are presented at the June meeting:
  o Promotion of the Scientific Programme

Committee meeting – on the day
Prior to the meeting confirm final details with Conferencing and send Reception a list of attendees, so they can have their Fellows’ badges and passes ready on arrival.

A meeting of 30-45 minutes should be arranged with the Chair prior to the Committee meeting to run through the Chair’s notes and anything else which needs to be discussed during the Committee meeting.

You will need to take the following to the meeting:
  o Printed name plates
  o Attendance list and last meeting’s minutes (both printed on acid free paper)
  o Chairs notes for Secretariat and the Chair. These highlight the important things the Chair must cover
  o Unconscious bias briefing for each member
  o Named expense claim forms
  o Spare pens
  o Laptops for Secretariat
  o Printed proposal score sheets for each member (ordered by proposal number and ordered by Committee score)

Copies of the meeting papers should be printed for members to share.

Each member should be provided with an unconscious bias briefing (printed copies obtained from the Diversity team – ask with at least a few weeks’ notice), which they will be given time to read prior to selecting the meetings. Members will also have been sent this with the proposal booklets.

Ideally a second member of staff will accompany you to the meeting, as well as the Head of Section. The Publishing Director may also attend.

All attendees (including staff) should sign the attendance list (printed on acid-free paper) and the Chair should sign the last meeting’s minutes.

After the meeting
Minutes should be prepared within 48 hours of the meeting for approval by the Head of Section, and then sent to the Chair. The Chair should confirm the minutes, once confirmed by the Chair the minutes can be circulated to the rest of the Committee.

Copies of the attendance list and last meeting’s minutes should be sent to Archive, and any printed meeting papers or proposal booklets left by members should be put into the confidential waste recycling points. You may like to keep a set of booklets for your reference.
The Chair of the Committee is required to report to Council annually (in February) on the Committee’s activities. A report for Council should be prepared once a year covering both Committee meetings.

The scientific programme action plan (on the Scientific programme mini team Teams channel) should be updated following the meeting with the actions from the meeting.

Events scheduling – preparing the spreadsheet

Accepted meetings are added to the yearly events schedule spreadsheets saved here: Y:\Events Schedules.

TMs and DMs are usually scheduled for Mondays and Tuesdays, as Mondays are usually quieter in London and TM venues may host weddings later in the week. Scheduling in London should be completed in the summer for the year after next, eg in summer 2017 you will schedule for 2019. TM dates can be slotted in around this and the venue search undertaken once the dates are confirmed.

DM/SMs should be scheduled first as they require availability at two different venues.

Meetings are held from September through to the end of June. The programme allows for 15 DMs per financial year (up to 10 with SMs), 3 Science+ meetings and 14 TMs. You should schedule enough dates for each meeting type to accommodate this. Dates can be moved around if necessary when contacting the scientific organisers of accepted proposals. If you need to move dates around to meet scientific organisers’ needs, remember to ensure an appropriate balance each month of A/B side meetings, and if there are any meetings from a similar area (eg neuroscience), these are scheduled a few months apart. Try to avoid scheduling more than three meetings a month as organising these meetings will stretch staff resources.

The following rooms are held for each meeting type:

DM/Science+
- Both days: WTLH, CoL Rooms 8am-5pm
- Day 1 only: Dining Room, evening hire
Mercer room, evening hire

Speaker accommodation should be booked at the Strand Palace Hotel following the confirmation of speaker requirements. Rooms should be paid for in advance.

TM/SM
The contract will be drawn up by the venue using the numbers provided by the scientific organisers. Speakers and staff should be on the DBB rate for the night prior to the meeting, the 24 hour rate for the first day and the DDR for the second day. Participants will be on the DDR for both days. It may be necessary to reserve a small number of bedrooms for the night prior and first day on the BB rate for participants to book and pay for themselves.

The main meeting room will be included in the 24 hour rate/DDR but it may be necessary to reserve a second room to host the poster session and breakout rooms if required.

Currently Key Travel handles venue bookings via the Meetings and Events team. Key Travel sign the contract and pay the venue and then invoice monthly for all events and travel that month. When
booking via Key Travel you will need to provide a reason for booking and the relevant charge code. TMs are charged to SC1A.G00TMM and SMs to SC1A.G00IMU.
## Timeline

Below is a list of key things for the general call and the Hooke Committee, and when they happen. Please refer to the text above for a detailed description of the procedures.

<table>
<thead>
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<th>When</th>
<th>What</th>
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| Jan  | January Committee meeting held mid-January  
Ask Committee for suggestions for new members to start the following year.  
Proposers informed of the outcome of the Committee meeting  
Add updated guidance notes and FAQs to website and Flexi-grant with new dates and any updates arising from Committee meeting |
| Feb  | Continue marketing call for proposals |
| Mar  | Continue marketing call for proposals  
Start to pull together suggestions for new members |
| Apr  | Deadline in early April and proposals sent for review  
Identify independent referees for each proposal in consultation with the Chair and Committee members  
If the Chair is stepping down at the end of the year, approved suggestions need to be sent to the Fellowship Manager to go to Council |
| May  | Circulate proposals to Committee (in batches if necessary)  
Prepare June meeting papers and get sign off from Head of Section and Chair |
| June | Approved suggestions for new members sent to the Fellowship Manager to go to Council  
Circulate final meeting papers to Committee at least 2 weeks before meeting  
June Committee meeting held mid-June  
Proposers informed of the outcome of the Committee meeting  
Add updated guidance notes and FAQs to website and Flexi-grant with new dates and any updates arising from Committee meeting |
| July | Continue marketing call for proposals |
| August | Continue marketing call for proposals  
Acceptances/declines from new Committee members – contact new members with dates for next meeting  
Schedule meeting dates for year after next |
| Sept | Deadline late September |
| Oct  | Proposals sent for review  
Identify independent referees for each proposal in consultation with the Chair and Committee members |
| Nov  | Circulate proposals to Committee by late November (in batches if necessary)  
Prepare January meeting papers and get sign off from Head of Section and Chair |
| Dec  | Circulate final January meeting papers to Committee if meeting is early to mid-Jan |