

LONDON MATHEMATICAL SOCIETY

Financial Support for Conferences held in the UK - Scheme 1 Grants

Important Notes

Before Completing the Form:

- Please ensure that you have complied with the rules on our website and read the notes below.
- Applications for a grant under this scheme should be made by one of the conference organisers.
- This form should NOT be used for proposals for Durham Symposia. These should be addressed to the Chair of the Research Meetings Committee, London Mathematical Society, De Morgan House, 57-58 Russell Square, London WC1B 4HS.
- Enquiries should be addressed to grants@lms.ac.uk.

General Guidelines:

- The Committee will support only mathematical activities or the mathematical component of wider activities, and here the word mathematical excludes mathematics education.
- The Society does not like to receive sequential applications for grants to support the same or closely related events, and will not allow its limits for individual schemes to be exceeded by artificially sub-dividing an application into a number of separate requests under different headings.
- In the case of satellite conferences, organisers of the main meeting are asked to give brief details of any planned satellites as part of their application for a conference grant. Applications for support for satellite meetings should make clear the financial and organisational connection with the main meeting. This is particularly important in cases where the expenses of speakers could be shared between the two meetings. Special arrangements apply to the BMC and its satellites.
- Applicants must comply with the Society's policy on Women in Mathematics and expectations of those seeking grants.
- Reasonable registration fees of between £10 and £20 per day should be charged.
- Academic and financial reports will be required after the visit.

Assessment Checklist:

Applicants may like to note the following checklist used by the Committee when assessing applications:

- Mathematical quality of the project.
- Well argued proposal, with a clear statement of the mathematical component in the case of a wider project.
- Well thought out and cost-effective budget, with the request restricted to allowable costs, and an appropriate and clearly identified balance of funding from other sources and the registration fee.
- The difference made by the Society's grant to the viability and success of the project.
- Likely beneficiaries, in particular research students, participants from Africa, and countries in which mathematics is in a similar position, or participants from countries of the former Soviet Union.
- Limitation on the number of grants awarded to any individual or department.
- Sufficient time available for publicity of the event.
- Receipt of satisfactory reports on previous grants.

Completing the Form:

- Please do not amend the structure of the form.
- Applications should be set out clearly, and preferably typed.
- Applications should be self-contained; please do not append substantial documents that contain irrelevant detail or refer to websites for key information.
- The application should include the name, institution and area of expertise of the speakers for whom funding is requested.
- If the applicant is not a member of the Society then the application must be countersigned by a member who is prepared to support the application.

Academic Case:

- The academic justification for a Scheme 1 grant should focus on the benefit to UK mathematics that the proposed conference would bring.

Expenditure:

- The maximum award shown on the website is the upper limit, not the standard award. Grants are made to meet actual expenditure on items in the application.
- The grant is not intended to cover the cost of secretarial help or publicity.
- The grant may not be used to cover room hire but requests for grants to cover room hire at De Morgan House will be considered, where special circumstances can be shown.
- The grant cannot be used to cover registration fees
- Any surplus grant must be returned to the Society as soon as possible and may not be used for other purposes.

Application Checklist:

- Applications must be signed and if applicable, countersigned by an LMS member.
- Please do not include these notes with your application
- Applications should be sent in hard copy to:

Programme Secretary, London Mathematical Society,
De Morgan House, 57-58 Russell Square, London WC1B 4HS

Applications will be acknowledged by email.

LONDON MATHEMATICAL SOCIETY

Financial Support for Conferences – Scheme 1 Grant Application Form

This version is dated 20/8/10. Before completing this application please refer to the notes at the end of the form.

1 DETAILS OF APPLICANT	
Name: (Please include title)	Dr Robert Brignall
Address:	Department of Mathematics and Statistics
	The Open University
	Milton Keynes, MK7 6AA
Email address:	robert.brignall@open.ac.uk
Telephone number:	01908332744 / 07877880165
Fax number:	
2. DETAILS OF PROPOSED CONFERENCE	
a Title of the conference:	13th International Conference on Permutation Patterns
b. Venue:	De Morgan House, Russell Square, London
c. Dates:	15-19 June 2015
d. Estimated number of participants:	50-70
e. Will the meeting be open to all or only to invited participants? Please tick one box.	
All <input checked="" type="checkbox"/> Invited participants only <input type="checkbox"/>	
f. Are you applying for a grant to hold an inaugural meeting to celebrate a new appointment <input type="checkbox"/>	
g. Brief statement of the object of the meeting and its programme: (please refer to the Important Notes under Academic Case above)	
<p>This week-long conference will be the 13th in a series of international conferences organised to promote the study of permutation patterns, an area of combinatorics which has seen explosive growth in the past 20 years. The meeting provides an opportunity for a large group of mathematicians who have shared research interests to exchange results and ideas, and to establish or continue collaborations. The conference has a reputation of being welcoming and informal, so it is typical that a large number of PhD students attend and give presentations. In the past, some undergraduates have also presented their work, for example those who have been introduced to research via the REU (research experience as an undergraduate) programme in the USA.</p> <p>The first meeting in 2003 was held in Dunedin, New Zealand, which also hosted the meeting in 2008. Other meetings have been held in the USA (California, New Hampshire, Florida, Tennessee), Iceland, Italy, France and Canada. This will be the 3rd time the meeting visits the UK, previous meetings having been held in St Andrews (2007) and Strathclyde (2012). Hosting the meeting for the 3rd time in the UK reiterates the important role that the UK plays in this area, and it provides an opportunity to showcase to an international group the facilities at De Morgan House, and the work done by the London Mathematical Society. We expect the fact that the conference is in London will be a significant draw for overseas delegates to register, so envisage a high turnout (if necessary, this will be capped at 70 owing to the capacity of the Hardy Room).</p> <p>The conference will comprise two one-hour invited talks (one on Tuesday and one on Thursday), as well as contributed talks (usually lasting 30 minutes each, depending on the number that need to be fitted in). Wednesday will be a half-day to enable those who wish to collaborate, or visit tourist attractions in London, to do so. There has also traditionally been a “problem session”, where delegates are invited to present questions to stimulate collaboration, and this is planned to happen on the Thursday afternoon before the banquet. A lunch is planned on the first day to encourage informal discussions to start up, thereby setting the scene for the rest of the week.</p> <p>The conference has seen a steady growth in the number attending, particularly as many of those who attended while PhD</p>	

students some years ago now have permanent academic positions, and bring their own PhD students to the meeting. A particularly welcome improvement has been seen in the proportion of female delegates attending, including several who now have permanent academic jobs and count themselves as “regulars” to the conference.

Within the UK, researchers come primarily from 3 institutions (the Open University, the University of St Andrews and the University of Strathclyde), but it is hoped that by holding the meeting in southern England for the first time, other researchers near to the study of enumerative combinatorics, and geographically near to London will be tempted to attend for the first time.

Two weeks after the end of the permutation patterns conference, Warwick University is hosting the British Combinatorial Conference. It is hoped that a number of delegates will stay within the UK to attend this conference too. In the time in-between, some delegates are discussing with the organiser the possibility of visiting the Open University in Milton Keynes to collaborate.

The conference website is live, and can be found at:
<https://sites.google.com/site/pp2015london/>

h. Invited speakers

(i) Please give a list of the invited speakers.

This should include their name, brief address (ie institution, town and country) and area of expertise. Please indicate any who have provisionally accepted an invitation to attend.

Bruce Sagan (Michigan State University, Ann Arbor, Michigan, USA)

Peter Cameron (St Andrews, Scotland / Queen Mary, University of London, England)

Both speakers have already accepted the invitation to speak.

(ii) Participation of Women speakers

The Society expects that the organisers of conferences and activities who are seeking grants from the Society will: invite both male and female speakers, or explain why this is not appropriate or possible, and give consideration to the provision of mechanisms to enable participation by people with children or family responsibilities. The full statement of the Society’s policy on Women in Mathematics is available at: http://www.lms.ac.uk/sites/default/files/Mathematics/wim_statement.pdf

Unfortunately the number of female researchers in the area who are of sufficient seniority to be approached as invited speakers is severely limited, so for this year’s conference it has not been possible to arrange for a female invited speaker. In the 2014 conference, one of the two invited speakers was female, so the two-year-average is 25%.

Nevertheless, we expect a reasonable proportion of contributed talks to be given by women. In 2014, 11 out of the 34 contributed talks were given by women (almost exclusively by students or early-career academics). It is common for this conference that all relevant proposed contributed talks are accepted.

The permutation patterns community has seen a steady increase in the number and proportion of female participants over the last 12 years. In particular, the steering committee (which supports the invited speakers for this conference) has 2 female members out of 6, meaning that female participants are well represented in the organisational structure of the community. To continue this upward trend, we have added a note on the registration page to encourage women to register for the conference.

Many of the attendees will come from overseas, so most of those with family responsibilities will need to make complex arrangements for the whole week. However, by scheduling the invited speakers for Tuesday and Thursday, and by finishing at lunchtime on Friday, those who have such commitments will be able to attend the key parts of the conference with only 4 or 5 nights away from home. For those who are more local, we intend to start talks at 10:00am and finish by 4:30pm, to give flexibility for those who need to collect children from childcare. The organiser of the conference is all-too-aware of this issue, as his wife is expecting their second child 7 days before the start of the conference!

i. Is it intended that a volume of conference proceedings will be published?

Yes

No

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3. FINANCIAL STATEMENT	
A detailed breakdown of the TOTAL estimated expenditure together with information of expected income from registration fees, and grants received or applied for, should be given below.	
EXPENDITURE	
a. Fares for speakers:	
	Amount £
Bruce Sagan, flight from Detroit (£800) and other travel (£100), 6 nights' accommodation at £86 per night (£516)	£1416
Peter Cameron, travel from St Andrews (£150) (No accommodation required)	£150
Total	£1566
b. Subsistence for speakers:	
	Amount £
Subsistence for Bruce Sagan, 5 dinners (£30), 5 lunches (£10)	£200
Subsistence for Peter Cameron, 5 dinners (£30), 5 lunches (£10)	£200
Total	£400
c. Publicity (e.g. printing of circulars, postage, etc.) and hire of rooms: Programme Committee will not meet commercial rates for room hire.	
	Amount £
Hire of De Morgan House (Hardy Room and Catering Area), 5 days (half days on Wednesday and Friday)	£1908
Booklet printing (via lulu.com -- estimate)	£150
Total	£2058
d. Staff costs (e.g. secretarial etc):	
	Amount £
Travel costs of OU secretarial staff and academics travelling to London	£100
Total	£100

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e. Social events:	
	Amount £
Conference Banquet at RS Hispaniola, Thursday 18 th June	
Venue hire (room and sun terrace for reception)	£750.00
Food & drink (based on 60 attendees, including speakers) approx. £59.98 pp	£3598.88
Table linen	<u>£57.50</u>
(Banquet subtotal)	£4406.38
Lunch on 1 st day at De Morgan House, £9.90 per person, (based on 60 attendees)	£594
Total	£5000.38
f. Other costs not listed above (such as fares and subsistence for other participants including research students):	
	Amount £
Tea/coffee and cake/biscuits pastries during the week, £32.30 per person (based on 60 attendees)	£1938
Total	£1938
Total Expenditure £	£11062.38
INCOME	
g. Registration fee per person:	
	Amount £
Non-student registration fee: £149 per person. 26 non-student registrants:	£3874
Student registration fee: £99 per person. 30 student registrants	£2970
(Number registering is a probable scenario, based on attendance in previous years. 60 attendees includes 2 speakers, and 2 OU staff/students who won't pay the registration fee)	
The registration fee is in line with fees charged for this conference in previous years.	
Total estimated income from fees	£6844
Please describe what this income will be used for, and in particular how much of it will be used for administrative costs. Programme Committee would expect this component of the fee normally to lie between £10 and £20 per day.	
The registration fee is intended primarily to cover the banquet (£59.98 per person) and catering through the week at De Morgan House (£32.30 per person). The extra £7 from student registrations, and £57 from non-student registrations will go towards the fixed costs of the administration, banquet, and travel and subsistence for speakers, and so on.	
h. Grants received:	
	Amount £
Open University (will underwrite extra costs of conference based on fewer-than-expected registrants)	£1716.38
Total	£1716.38

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i. Pending applications:				
<i>An application to the United States' NSF/NSA funding bodies is pending, but this money will be managed by Valparaiso University, Indiana, USA, and distributed directly to US delegates as a refund of fees and/or travel/accommodation support. Consequently, figures for this application have not been included.</i>	Amount applied for £			
Total				
4. APPLICATION				
Please indicate the purpose for which the grant is required (e.g. fares of speakers, subsistence of speakers)				
Hire of Hardy Room and catering area in De Morgan House, 3 full days and 2 half-days	£1908			
Lunch for delegates on the first day	£594			
Total	£2502.00			
I wish to claim the grant in the financial year starting 1 August 2014				
Grants must be claimed in a specified financial year from 1 August to 31 July. Please state in which year you intend to claim the grant, bearing in mind that grants should normally be claimed not earlier than 3 months before, and not later than 3 months after, the event for which the grant is made.				
Signed		Date		
If the applicant is not a member of the London Mathematical Society, then this application form should be signed by a member who is prepared to support the application.				
Name of member		Signed	Date	