

Section 9 – Scientific Meetings

- 9.1 Conferences**
- 9.2 RSC Publishing**
- 9.3 Meeting Registration**
- 9.4 Discounts**
- 9.5 RSC Promotional Material**
- 9.6 Risk Assessments for Interest Group Meetings**
- 9.7 Insurance**
- 9.8 RSC Travel Grants**
- 9.9 Certificate of Attendance**
- 9.10 Conference Evaluation**
- 9.11 Copyright**
- 9.12 Activities Involving Children and Vulnerable Adults**

9 Scientific Meetings

9.1 Conferences

The RSC Events team does not normally provide administrative support for Group meetings, but it is happy to provide advice on conference related matters.

In planning scientific meetings, Groups are encouraged to consider whether there are other Interest Groups with whom collaborations could be established in order to widen participation.

An example of a planning timetable for a group scientific meeting is available at <http://www.rsc.org/FormsDocuments>

In addition, the Secretary of the RSC Local Section in whose area the activity will take place should also be notified. Please see group rules, 13.2 and 13.3.

Groups wishing to organise a meeting which they feel is of strategic importance to the RSC are invited to contact the RSC Events team (events@rsc.org) for further discussions.

9.2 RSC Publishing

The publication of proceedings is covered by RSC Publication Board Guidelines and if you plan to publish the proceedings of any meeting organised by or sponsored by the RSC or by any RSC Division or Interest Group, then RSC Publishing must be offered first refusal. This includes publications based on only part of a meeting, as well as a book which includes full proceedings.

A guide to publishing proceedings with can be found at:
<http://www.rsc.org/Publishing/Books/CRCPub.asp>

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If you require any further information, please contact the RSC Books team.
Email: books@rsc.org

9.3 Meeting Registration

Templates for registration for both small and large meetings can be found at <http://www.rsc.org/FormsDocuments>

RSC Style Guides are available at <http://www.rsc.org/styleguide>

The RSC events team can set up an online payment facility for your meeting. Contact eventservices@rsc.org for more details or to request this service.

9.4 Discounts

In line with central RSC policy, Groups are encouraged to offer discounts for RSC members attending meetings as follows:

2-3 days: Member discount of £100 for full registrations, £25 for students
1 day: Member discount of £50 for full registration, £25 for students

9.5 RSC Promotional Material

RSC Promotional material can be requested for display and distribution at Interest Group meetings at no additional cost. This material may include (as and when available) sample copies of Journals, Conference flyers, Awards, and membership information. Other material is available on request, for which a charge may be made.

To request this material, please contact interestgroups@rsc.org

If you would like to invite staff from RSC publishing, membership sales or Chemistry World to attend an Interest Group meeting, please contact interestgroups@rsc.org.

9.6 Risk Assessment for Interest Group Meetings

The RSC needs to ensure that it is fulfilling its duty of care towards participants in events organised by RSC Groups. A Risk Assessment Form must be used for all RSC events and an electronic version is available at www.rsc.org/RiskAssessment

Events are broadly categorised into three different levels of risk. 'Green' events are generally social outings. 'Blue' events are generally lectures or public meetings which do not involve hazardous substances. 'Red' events will involve hazardous substances, loud bangs etc, for example demonstration lectures and training days. Schools events such as the Olympiad, Top of the Bench and the Schools' Analyst Competition will be red events.

Green and blue risk assessment forms must be completed and kept on file by the event organiser – there is no need to send a copy to the RSC.

Red risk assessment forms must be completed and submitted to the RSC at least **two weeks** prior to the event. This may be done online on the RSC website.

If a risk assessment form already exists for an event, then this can be submitted with the RSC red assessment form. In such cases it is not necessary to repeat the 'Hazard' sections of the RSC form provided full details are on the original form. Both forms must be clearly marked with the date and name of the event to avoid any confusion.

Detailed information about all these procedures (including the green, blue and red assessments) and the online red risk assessment form can be found on the RSC website at www.rsc.org/riskassessment.

It is recommended that the *Procedure for Risk Management of Events* is read before carrying out a risk assessment.

If transporting chemicals, please ensure you read the booklet on *Transporting Chemicals for Lecture Demonstrations and Similar Purposes*.

Finally, should an accident or incident occur at an RSC Event, it is essential that you complete the Accident/Incident Procedure Form and contact the RSC **as soon as possible** (contact details on the form). For further information please contact the External Promotions Manager (see Appendix A for contact details).

9.7 Insurance

The RSC's insurance policy covers all 'normal activities' and legal liability in respect of injury and illness to third parties (who may be non-members) and/or damage to third parties property in connection with the business of the RSC. 'Normal' in this context refers to lectures, discussions, symposia *etc* that are not likely to involve danger to the audience. Accidents involving more than one person at a time are also covered.

Problems may arise in connection with activities involving an element of known danger. Such Interest Group activities may include lecture demonstrations on fireworks or explosives, and other similar events. In these cases, additional cover can be easily organised, provided adequate notice is given.

For further information please contact the RSC Finance department.
finance@rsc.org

9.8 RSC Travel Grants

Funds (in memory of Angela and Tony Fish) are available to assist RSC Interest Groups organising a scientific meeting. These funds are to be used, in particular, to help students attend meetings and not for speakers' expenses. Submissions should normally be made by the Group Secretary. Applications should be submitted by 1st January, 1st April, 1st July or 1st October to be in time for the next upcoming meeting of the Travel Grants Committee.

Selection criteria

- Only one application per Interest Group will be considered each year.
- Novel proposals are particularly welcomed.
- Up to a maximum of £2,500 per annum will normally be available for any one Group.
- The panel will take into account the level of funds held by the Groups as well as whether the Group has been successful on previous submissions.
- Applicants should be RSC members at the time of the meeting they will be attending and for which the travel bursary is being given.

Successful applicants will be expected to supply a short report of their meeting, once completed. These will be incorporated into the annual report made to RSC Council and will normally be made available on the web. Further details can be found here: <http://www.rsc.org/ScienceAndTechnology/Funding/TravelGrants/InterestGroups.asp>

NB: RSC Travel Grants are only available for sending RSC Members to RSC meetings.

9.9 Certificate of Attendance

A template for meeting organisers wishing to produce a certificate of attendance can be downloaded at <http://www.rsc.org/FormsDocuments>

Further details can be obtained from interestgroups@rsc.org

9.10 Conference Evaluation

A template form for conference evaluation which can be adapted for your particular meeting is available at <http://www.rsc.org/FormsDocuments>

9.11 Copyright

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For further details email copyright@rsc.org.

9.12 Activities Involving Children and Vulnerable Adults

For regular or ongoing activities involving children and/or vulnerable adults CRB checks may be necessary.

Useful sources of information can be obtained from the Charity Commission at <http://www.charity-commission.gov.uk/supportingcharities/protection.asp>

The Home Office provides detailed information about CRB checks online:
http://www.crb.homeoffice.gov.uk/about_crb.aspx

For advice email interestgroups@rsc.org in the first instance.