**British Society for Population Studies: proposal for a meeting**

BSPS is keen to support events that promote discussion of topics within the society’s remit, ‘to further the scientific study of biological, economic, historical, medical, social and other disciplines connected with human populations and to contribute to the public awareness of them’.

The most common form of BSPS events are **day meetings**, but may include **longer seminars**. They are open to all without charge, and advertised to the BSPS membership and beyond. Generally, BSPS funds a suitable venue and speakers’ expenses. The amount BSPS will allow in expenses for a meeting varies, averaging about £750, with the usual maximum being £1,500.

For **joint events** BSPS may contribute a similar level of funding (typically, grants are expected to be in the region of £500, but up to £1,500 is available if the organisers can make a good case for it). BSPS will also advertise the event through its email list, website and (if in time) its newsletter, and it will be badged as joint organiser using the BSPS logo. As with other BSPS events, joint events are expected to be open to all BSPS members without charge. The other organisation(s) would be expected to share the meeting costs by paying other expenses such as participants’ travel and refreshments etc as agreed.

**Proposals for BSPS events or joint events** should be made by giving the information requested below, to be considered by BSPS Council which usually meets in the early January, April and November, although they may also be circulated by email.

Please contact the BSPS Secretariat (pic@lse.ac.uk) with any queries about the information requested below. If your proposal is at the early stages, the Secretariat may be able to put you in contact with other BSPS members who can help to think through and organise the event.

**Your name, affiliation and contact details** (the organiser; add others if there is an organising team):

**Are you a member of BSPS?**

**Draft title of proposed event**:

**Description of event** (50-100 words, to include content and aims, which might be used in advertising the event):

**Audience expected** (largest likely number, and whether likely to be most attractive to particular sectors):

**Date, start and finishing time** (approximate if not decided):

**Venue** (BSPS may be able to book rooms without cost at the London School of Economics, but other venues may be more appropriate):

**Suggested speakers** (please indicate whether these have already been approached):

**Draft budget**: A draft budget **MUST** be provided before funding can be considered. Please attach a fully itemised budget detailing the estimated costs of the proposed event. For each item, please indicate the amount you are requesting from BSPS & the source of funding for all other costs. The full budget should include, but is not limited to, speakers’ expenses (travel, plus accommodation if required), refreshments (tea & coffee breaks) (the cost of lunch for speakers & organiser/chair may be covered, but not for the general audience, although sandwich lunch costs can be covered for smaller workshops of up to about 40 people), and cost of venue and AV.

If a **joint meeting with another organisation**, please give its name, official representative (if not the day event organiser named above), and the **intended contributions of that organisation** (eg. programme, advertising, liaison with speakers and venue, booking arrangements):

Return the completed proposal to the BSPS Secretariat – pic@lse.ac.uk, or by post to POR.2.01, London School of Economics, Houghton Street, London WC2A 2AE. 020 7955 7666.