

Guidance to audience

1. Thank you for your interest in our meeting. We trust you'll find it informative and stimulating, and we hope you will want to come to future meetings. If you are not already a member, why not consider [joining the Society](#)?
2. National meetings are *usually* held on the 3rd Wednesday of the month, from October through to June (but the 3rd Wednesday rule does not always hold, especially in April and December). National meetings are held at a variety of venues, *e.g. Reading University, Imperial College and London Zoo* (for which see [Directions](#)).
3. We normally take *questions* at the end of each talk. Whether you're a student, amateur or professional, don't be shy to ask your question. Are you clear about the motivation, the method, results and conclusions of the talk and what all the symbols, acronyms and plots represent? If not, then do ask - others are probably wondering the same thing. If you're nervous then it may help to jot the question down in your notes first.
4. Please take a couple of minutes to fill in and return the *Feedback Form*. Different people have different views - tell us your view. You don't need to agonize or write an essay, but we do read all your comments and try to take account of them.



Guidance for Speakers

Dear Speaker

1. Thank you for agreeing to speak at our National meeting. Whether you're a "new face" or an "old hand" we look forward to hearing you and meeting you.
2. RMetS meetings are not ultra-formal; *e.g.* smart casual dress is quite acceptable if you wish. When you arrive please have a word with the Organizer (or the RMetS staff who will be on hand and will be wearing a badge). We normally take questions at the end of each talk.
3. Know your audience. RMS Wednesday meetings cater for a broad meteorological audience, and only a minority will be specialists in your field. So please be careful with the more technical material, and talk to your Organizer if in any doubt. Audience feedback currently shows quite a few comments that material is too technical, but very few that it is too general. Are the details essential to your main message? Could you just give a reference? By all means seek to educate the audience on a technical point, but you will need to go more slowly than in an academic seminar to specialists.
4. If your presentation is linked to a journal paper, don't attempt to "read the paper" or to go through the argument in comprehensive detail - that's just not possible. Instead concentrate on a few key points.
5. A good model for a typical talk is to spend a roughly comparable time on:
 - why you did the work (main motivation and background)
 - how you did it (essentials of the method)
 - what you found (main results)

- what it means (main conclusions)
6. Please always show a Summary slide. Otherwise the audience tends to lose your overall message.
 7. You will be asked to provide an abstract for your talk approximately one month before the meeting. This is to provide more information to attract potential attendees. The abstract should not be long (e.g. one paragraph), but please feel free to include a key figure if you wish.
 8. Please do all you can to make your talk audible and visible right to the back of a fairly large lecture theatre.
 - We will provide microphones but it helps if you speak clearly and not too fast. Most speakers use Powerpoint these days, but note that red/green colour-blindness is quite common.
 - Keep the complexity of graphs to the minimum. Remember, audiences will be far less familiar than you are with your standard working diagrams (synoptic charts, tephigrams, spectral plots, Hovmuller charts etc.). Try to avoid asking the audience "just to concentrate on the red line" - it's much better if you can prune all unnecessary data from the slide.
 - But please provide full labelling on each slide and definitions of symbols. Audiences can easily become confused about simple things, e.g. whether a graph is from models or observations.
 - Tables of numbers usually don't come across very well (unless they're extremely simple).
 - Please spell out each acronym at least once, there are people who don't know about ATOVS, CAPE, ENSO, PV, SST, TKE or the UM, for example.
 - Try to avoid saying "we all know" or words to that effect. Some people won't know - be as inclusive as possible.
 - Timing: it is good practice to allow about 2 minutes per slide of normal complexity. You may be able to speak faster than that, but the audience won't be able to absorb it. The Chair has to be strict to time, including 5 minutes for discussion. So please distil your presentation onto a dozen or so slides.

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Guidance for organizers

Dear Organizer

1. Thank you for agreeing to organize this National meeting. We very much appreciate your time and effort, without which we would not be able to hold such a comprehensive programme of events.
2. Please note that one of the tasks we ask of our Organiser is to provide us, well in advance, with updates on how the programme for the day is coming together. Our Meetings Committee meets 3 times a year, usually in January, April/May and October and we specifically need an abstract for the meeting and a draft programme or update in time for those meetings so that we can scrutinize their content and balance, and consider publicity and other matters arising

3. The rough timetable that the Meetings Committee works towards is:
 - 18 months ahead Identify organizer and working title.
 - 12 months ahead Indications of content and possible speakers, meeting abstract (2-3 sentences), which can be used to promote the meeting. This may also be used in preparing any press release as appropriate.
 - 6 months ahead Firm programme for approval and publication. If a poster session is planned, ask the speakers to approach appropriate people to display a poster.
 - 1 month ahead Organizer collates abstracts etc. from speakers, appoint a meeting rapporteur who will write a meeting report for the house Journal *Weather*.
4. The RMetS is a registered charity and has limited financial resources. Unfortunately we cannot normally pay the travelling expenses of speakers. Sometimes meeting organisers can combine RMetS meetings with e.g. project meetings and use those funds to help speakers travel.
5. Can you suggest improvements to our "working title"? The title should correspond to the content but also "catch the attention" in order to draw in a good audience.
6. We ask Organisers to arrange a rapporteur for the meeting which is usually published in our house Journal *Weather*. The job of the rapporteur is to write a short, punchy article for *Weather*. This should not be a verbatim report of what was said at the meeting but rather a summary of key points and issues (please refer to previous meeting reports in *Weather*). This is an excellent opportunity for a student or early-career scientist.
7. Have you thought about whether there are any other organizations with whom your meeting could be held jointly? Should the Head of Communications at the RMetS put out press releases? Is there any material that could be linked to the RMetS web site? Please encourage your speakers to provide any reading-lists or web-links that we can reference from our site.
8. In putting together your programme, please aim for a breadth of representation from a range of organizations or institutions, and in other ways, e.g. a mixture of both well-established and younger scientists.
9. In all RMetS National meetings (as opposed to some other meetings) we target a broad meteorological audience. This is irrespective of whether the meeting is organized by a specialist group. Please stress to your speakers the breadth of the audience, and ask them not to overload the more technical material. This is in the Guidance we provide to Speakers, but it is worth emphasising this with them.
10. For a standard Wednesday meeting, please aim for 5 or 6 talks, which each talk scheduled for 25 minutes plus 5 minutes for questions. We recommend that you initially contact 6 potential speakers - if one is unavailable, then 5 talks is often sufficient. Give the timings explicitly as "25+5" to the speakers and remind them that the Chairman will be strict with timings.
11. The Introduction can be short (5 minutes, i.e. just a few remarks on the structure of the programme, the timeliness of the meeting etc.), but audiences seem to

appreciate a full introductory talk which explains the main concepts and terminology

12. In some instances you may like to consider having a poster session with posters from PhD students, early-career scientists or others displayed prior to meeting, during tea and after the meeting. You may wish to solicit these posters (up to a maximum of e.g. 10) from your speakers. Please inform your meeting manager if you would like to run a poster session and please include these as scheduled, times slots within your programme, even if you plan to hold these before, during and/or after the main lecture programme.
13. The organiser, speakers and rapporteur will normally be invited to lunch as the guest of the President prior to the meeting.
14. In scheduling a tea break, you should note that tea takes half an hour and provides a very useful opportunity to further discuss talks and network with colleagues.
15. For some meetings a closing or panel discussion works well. This is not compulsory, but is intended to allow discussion of the overall issues raised (or not raised), which relate to more than one speaker. For example, how much progress has been made in this subject in the last 5, 10, 20 years? What are the future goals and what are the obstacles to achieving them? How do the theories, data, models of Speaker A relate to those of Speaker B? General discussion (where timetabled) does need to be actively stimulated, e.g. by one or two provocative general comments or questions. Organizers may wish to co-opt another person (besides themselves and the Chairman) to help lead the Discussion.
16. NB the scheduled end to the Meeting can be no later than 5.50pm because we must clear the building by 6pm.
17. Please draw to your speaker's attention the 'Guidance for Speakers' part of the website and/or the points covered above.

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The role of the Meeting "Manager"

The 'Meeting Manager' is not an extra tier of bureaucracy, but our name for the member of the Meetings Committee who liaises with the Organizer about the meeting structure etc. The Meeting Manager will advise on the points mentioned above, and consider especially:

- the timeliness of the meeting and how to maximize its audience-appeal
- possibility of holding jointly with another body
- the appropriate technical level
- any unusual audio-visual requirements
- estimated audience size and choice of venue
- balance in subject matter, speaker affiliation etc.

Managers are asked to copy e-mail correspondence to HQ so that we have a full picture of how plans are progressing.

Directions to London Zoo

The Society makes use of the [Zoological Society of London Meeting Rooms](#), London Zoo, Regent's Park, London NW1 4RY. (The entrance to the Meeting Rooms is separate from the main entrance to the Zoo, on the opposite side of the road.)

The nearest underground station is Camden Town, 15 minutes walk from the Zoo.

Directions of how to get to the Meeting Rooms can be located on the [London Zoo website](#).

Directions to Imperial College

The Society also uses the Blackett Lecture Theatre for its meetings. This is located on the South Kensington Campus of Imperial College of Science, Technology and Medicine. The street address is: Prince Consort Road, London, SW7 2BW.

How to get there:

By Bus from Central London

London Transport Buses numbers 9, 10 and 52 drive past the Albert Hall which is only a 2-minute walk from Prince Consort Road. You can catch no.9 from Piccadilly Circus or Hammersmith, no.52 from Victoria Coach Station and no.10 from Oxford Street. See also the Imperial College website for more travel information.

By Tube from Central London

The nearest tube stations to South Kensington Campus are Gloucester Road and South Kensington. The two stations are both no more than 10 minutes walk from campus. The Circle, District and Piccadilly Line run services to the Gloucester Road and South Kensington stations.

Campus Map

See Imperial College's South Kensington campus map by downloading the PDF.