# Work plan for organisers of meetings and conferences in BECC

Normally, 1-½ year before the actual meeting, a group and a theme are put forward by the BECC board/themes.

The group should as far as possible represent the different research fields within BECC and have a gender balance.

## General

During the first meeting responsibilities of the members should be spelled out, including someone responsible for keeping things together and seeing the greater picture. Other members could be responsible for example a session each or discussion groups/workshops. Also, a meeting schedule should be decided.

Spell out what the purpose of the meeting is, for example furthering knowledge on a particular topic, making the participants acquainted with a broader field, enabling reflections on our aims with research/teaching/interaction with society and methods for this. Consider how these could be furthered at the meeting or conference.

Gender and impacts on the environment should be considered when planning the programme, eg keynote speakers could be on link.

Disciplinary diversity should be taken into account. If the meeting is aimed for a diverse audience, ensure that the program reflects this. This could be done through a diverse group of presenters or through discussions. Where possible, aim for a discussant with a different disciplinary background that can engage with the presenter and stimulate wider discussions. The overarching purpose should be to make the presentation and discussion accessible from a wider range of disciplines.

Having back-up plans, eg if the meeting must be held virtually.

The FINAL programme, including descriptions of the different sessions, should be set at least 3 weeks prior to the meeting, making it possible to handle last minute changes.

Advances after each group meeting will be communicated to the Board.

Make sure that the meeting/conference has a dedicated moderator (external / professional or internal), or more, and that someone opens and ends the conference. The moderator should be instructed to facilitate a diverse discussion in terms of gender and disciplinary backgrounds in line with the purpose of the meeting/conference.

If planning panel discussions or discussion groups, make sure to decide who is responsible for suggesting questions. Also, prepare questions for each talk in case there are no questions from the audience. To stimulate interdisciplinary dialogue, well-organized and thought through discussions are vital.

### Yearly meeting and BECC MERGE joint spring meeting

Plan a PI-meeting in connection to it, and, with the help of theme leaders and the Board, come up with a relevant theme that should be of interest for the PIs.

## Tentative outline of meetings

(The number of meetings depend on the scale of the meeting and the time from organisational start to the meeting/conference).

Meeting 1

Decisions on responsibilities and schedule of meetings. Brainstorming sessions. Tasks for upcoming meeting: write a descriptive text about the meeting/conference and think about suitable keynote speakers and targeted discussants, preferably from other disciplinary background in agreement with the speakers.

Meeting 2

Each person gives updates on what has happened since the last meeting. New tasks are given for the upcoming meeting. Invitations to keynote speakers and discussants, preferably from other disciplinary backgrounds, are sent by the organisers. Heads up in Newsletter.

Meeting 3

Each person gives updates on what has happened since the last meeting. Input from co-organisers. Information in Newsletter and opened registration on BECC’s homepage. It is advised that the programme is set, at least the structure and some main talks/workshops, by this time.

Meeting 4

Each person gives updates on what has happened since last meeting. Input from co-organisers.

Meeting 5

FINAL programme is set. Groups are made for workshops or the like.

## Administrative help and consultation

Setting up working meetings approximately 1/month and taking notes

Being in contact with invited speakers once invitation has been sent by you and they have accepted the task

Setting up registration

Communicating the meeting

Finding location and travels

Setting up online meeting and administer it before and during the meeting (if relevant)

Theme leaders and Board can be consulted at any time