*Here at the Society of Antiquaries of London we take your privacy seriously. If you provide personal data in order to submit a lecture or conference proposal, we will only process the data you have given us for the effective management of these events. We may contact you in connection with the event using the contact details you have provided to us, but we will not use this information for any other purpose. We will never sell this information to third parties. For further information, please see our* [*privacy policy*](https://www.sal.org.uk/global/your-privacy/)*.*

**Permission tick-boxes (necessary fields)**

[ ] I hereby grant the Society of Antiquaries of London the right to process my personal data for the purposes of assessing this proposal and the effective management of its events programme. For further information, please see our [privacy policy](https://www.sal.org.uk/global/your-privacy/).

[ ] I hereby grant the Society of Antiquaries of London the right to record me giving this lecture (visual/audio), and to share this on both the Society’s website and YouTube Channel.

**CONFERENCE PROPOSAL FORM**

The Society welcomes proposals for conferences from Fellows and others. We encourage

organisers to present proposals for conferences that have clear research benefits, academic or professional objectives, or calls to action. We also need organisers to articulate the intended audience, understanding that our conference facilities can accommodate approx. 100 people (including speakers) and that we would aim to achieve a ‘full house’.

Organisers would be expected to plan the conference programme, recruit speakers and

conference ‘chairs’, and work with the Society’s Communications and Events Manager to promote the event. They are supported in conference planning with the loan of the Society’s rooms, support staff to manage the on-site logistics, and help from the Communications and Events Manager to finalise the programme, liaise with speakers once the program is confirmed, promote the event, and manage the event on the day.

When thinking about recruiting speakers, please remember that we do not pay speakers’ fees, we are able (if agreed in advance) to reimburse domestic travel expenses. If additional fees or speakers’ expenses will be required (or other additional costs), we *may* ask that the organiser secure an additional grant or sponsor.

To help the Society manage its financial and physical resources, proposals should be sent well in advance. The Society’s budget year is 1 April to 31 March, and conference expenditures (the Society’s loss of venue hire for the conference date, staff time, catering, etc.) need to be factored into the annual budget as much as is possible.

Proposals should be sent to the Communication and Events Manager, Annabel Harrison, at aharrison@sal.org.uk. Proposals can take several weeks for review, as they are approved (or not) by the Society’s Research Committee or a selection of Society Council members. We are always grateful for submissions, even if we are unable to accommodate all proposals.

# Title:

#

# Name:

[ ]  I am proposing to organise this conference myself

[ ]  I am proposing to organise this conference myself and with the following

colleague(s):

[ ]  I am proposing that the Society invite the following person to organise this conference (and have confirmed that the person would be interested in such an invitation):

# Email address for proposed organiser(s):

# Any social media account names so we can tag you when promoting the conference online:

# Is the proposed organiser(s) a Fellow?

# [ ]  Yes [ ]  No

# This is a proposal for the following:

[ ]  Full day conference or study day

[ ]  Full day conference or study day plus an evening reception

[ ]  Half day conference or study day

[ ]  Half day conference or study day with lunch included

# Proposed date or estimated date of conference (please note, we hold public events from January to April and October to December):

# Proposal title:

**Proposed conference speakers:**

**Proposed conference audience:**

**Proposed conference summary –** including details regarding appropriate timing for conference and the topic’s relation (if any) to special exhibitions, current or ongoing projects or noteworthy anniversaries:

**Proposed lecture summary (approx. 50 words) –** please supply us with a short summary of the lecture topic which we can use in booklets/social media etc