



Terms of Reference of the Symposium Working Group

Purpose

This Working Group has been established to oversee the selection of the topic, the programme and speakers for the annual Symposium event to be held on 9 November 2023 at the [British Library](#) in London.

Rationale

The Symposium is FPM's flagship event, consistently achieving very high user satisfaction, attracting big-name speakers and has won numerous industry awards. Therefore, getting the right topics and speakers for this event is important. We need our members' input to ensure this event is relevant and attractive to our membership and wider stakeholders.

Principal responsibilities and outputs

The principal responsibilities of the Working Group will be to:

- Agree overall topic(s), themes and title for the Symposium
- Work with the Events and Membership Manager to agree the event format, the programme and to secure speakers
- Support the Events and Membership Manager in writing promotional content for the website and advertisement

The Working Group will use the FPM Event Planning Handbook as their guide to plan and deliver this event.

Membership of the Working Group

Membership of the Working Group will include representation from the following stakeholder groups:

- Policy and Communications Group (PCG)
- Global forum
- Wider FPM membership
- FPM Head of Policy and Communications

The number of WG members will be 8-10. The Working Group will be chaired the FPM's Head of Policy and Communication, Dr Ben Cottam, and secretariat support will be provided by the Events Membership and Manager.

Meeting frequency and location

The Working Group will meet at monthly beginning in Nov/Dec 2022, with meetings held online unless otherwise agreed by Working Group members. Working Group members will also provide additional input on specific matters between meetings as required, such as contacting potential speakers.

Duration of the Working Group

The duration of the working group is 4-5 months.

Reporting and authority

The Working Group is a sub-committee of the PCG, and this group will report on progress to the PCG. On behalf of the PCG, this Working Group has the authority to make decisions on the theme, topics and speakers at the event.