

Good Practice Guide for Club Programme Secretaries - LECTURES

Booking a Lecture

It is usually convenient to make the first enquiry by telephone to ensure the requirements and format of your meeting are acceptable to your invitee. You may also want more information about a lecture or presentation than can be included in these listings. A mutually acceptable date can quickly be agreed by telephone or e-mail if appropriate. Be prepared to use the communication medium most acceptable to both parties.

Promptly confirm an agreed booking in writing using new YPU booking and reply form. Enclose a stamped addressed envelope if you require a written acceptance (alternatively this could be done by exchange of booking form by e-mail). Contact the lecturer around 14 days before the booked date to confirm that all arrangements still stand and send (by post or email) a map or website link that clearly shows the meeting location and includes landmarks that are easily seen at night. Your own sketched map may be much better in this respect than a commercial map.

Supply a mobile telephone number for the lecturer to contact in the event of traffic or other problems, whilst travelling to your Club.

Before the visit

Make sure that your Club will provide an audience of sufficient size to warrant your visitor's time and effort. Be in good time to meet your guest. Provide a parking space and assistance to carry in any materials.

In your published programme always acknowledge the Federation from whose list the name was selected. Also please make a point of using photographic awards, distinctions and honours in your programme and in introductions made at the meeting.

On the night

Most speakers will come in their own transport. Save a convenient parking space and help them carry in any equipment or print boxes.

Clubs should endeavour to provide on the night sufficient lighting for prints and carefully calibrated projection to ensure that the lecturer's work is shown in the best way. Some speakers may bring their own projection equipment.

Bear in mind that the lecturer has travelled to visit you and may have quite a journey back home afterwards. If at all possible keep any announcements to an absolute minimum before introducing the speaker. Better still make announcements at a break whilst the visitor is being provided with refreshments or at the close of the meeting.

Ensure that reimbursement of expenses is offered without any request needing to be made. Please note the new PAGB recommended rate for car travel is up to 45 pence per mile, unless another form of reimbursement is otherwise agreed at the time of booking. The maximum amount for equipment wear and tear is £15.

Above all do be hospitable and make your guest feel welcome and respected. Supply a drink of water or other appropriate refreshment.

It should go without saying but ensure that someone is detailed to give a vote of thanks to show appreciation to the speaker for coming to deliver their talk.

After the event

Please send in feedback on YPU-listed Lecturers' performance to the Judge & Lecture List Secretary using one of the forms provided as downloads on the YPU website. This should be the considered view of the club and is best agreed at a committee meeting or a group of key people rather than a single respondent. This information is beneficial to lecturers and for monitoring clubs' experience of speakers across our large county. Unless a club specifically requests that they do not want the feedback forwarding to the lecturer in question all feedback will be relayed to them by the Judge and Lecture List Secretary.

Separately from the formal feedback, a letter of thanks is always appreciated.

AS Feb 2017