

Guidelines for Hosting Speakers

As with judges, clubs should follow similar guidelines when arranging speakers.

Metropolitan Clubs:

- confirm in writing or email any phone or verbal booking, well in advance of the meeting date.
- provide speaker with contact details for club together with location and address of venue, the date, time etc.
- ensure both speaker and club are clear about what is being presented.
- check if the speaker has special requirements e.g. display boards, projector etc.
- a few weeks prior to meeting, confirm with speaker that they are still available. Follow up a few days prior to the date as well.

Club requirements on day of presentation:

- assign a club member to greet the speaker on their arrival and introduce them to the president, secretary and other club officials and members as appropriate.
- help the speaker with setting up of any equipment.
- keep any club business to a minimum before speaker is introduced.
- obtain a few relevant details about the speaker in order that they may be suitably introduced.
- ensure the speaker is provided with refreshments before and after presentation.
- provide a contribution to the speakers travelling expenses depending on distance travelled.

Regional club presentations:

The above guidelines apply to speakers visiting regional areas with these additions:

- if speaker is required to travel long distances, determine mode of transport to be used e.g. plane, car or bus and apply for funding.
- an application for 'speaker' funding is incorporated in the **Mullins Fund Grant Application form, section B2**.
- cost of overnight accommodation, transport to venue and meals for any speaker, will be the responsibility of the inviting club.
- it is suggested that smaller regional clubs, wishing to engage a speaker, combine with one or more clubs close by, in order to increase size of audience.