

CONDITIONS GOVERNING LECTURERS LISTED BY THE PAGB

The lecturers listed in the PAGB Handbook by member Federations are willing to visit affiliated clubs (of any Federation), subject to any restrictions quoted adjacent to their entry and the following conditions. There is no obligation for a lecturer to accept an engagement but, once one has been accepted, it is hoped that only serious difficulty will necessitate a change or cancellation by either party. Changes must be notified as soon as possible.

- BOOKING** The PAGB REQUEST and REPLY FORMS are recommended. The initial approach may be written, using these forms, or by telephone where a number is shown. In either case the booking should be confirmed in writing within three weeks and the Reply Form should be used to confirm expenses and agreed arrangements.
- REMINDER** A reminder should be sent not less than two weeks prior to the visit and should include clear directions to the venue with information about one-way streets public transport, parking and other potential problems.
- PROGRAMME** The club programme/syllabus should acknowledge that the lecturer is PAGB or Federation listed and should include relevant qualifications and honours. Where appropriate the name of any sponsor must be listed and the club must comply with any specific conditions of that sponsored lecture. It is courteous to send a copy to the lecturer in advance.
- ARRIVAL** A thoughtful club will reserve a parking space and someone should meet the lecturer on arrival to carry any materials and equipment.
- HOSPITALITY** The lecturer is your guest and should be accorded good hospitality, including a meal beforehand and overnight accommodation when required. A drink before starting can be welcome and the event should begin at the agreed time. The club must ascertain and supply any equipment required. Someone should be designated to look after the lecturer throughout his/her visit to ensure that all arrangements are satisfactory.
- EXPENSES** The permissible expenses include the direct cost of public transport and taxis, or the mileage rate for private car. By agreement lecturers may claim for a meal, for overnight accommodation, for any consumables used and for wear and tear to equipment.
- The current mileage rate for private car, and the maximum for equipment are as published on the PAGB website and updated from time to time.
- Expenses should be agreed in advance and should be paid on the night without prompting. Cash is often preferred and should always be offered.
- FEE** Some lecturers charge a fee as listed under a separate section at the foot of each Federation's entry in the PAGB handbook. Any lecturing fee must be agreed at the time of booking.
- THANK YOU** It is assumed that the club will always give its members the opportunity to express their gratitude - usually with a formal Vote of Thanks. It is also courteous to write to the lecturer within two weeks, saying thank you and perhaps including favourable comments from members and any local press clippings mentioning the visit.

Lecturers and Clubs are encouraged to report to their Federation any apparent disregard of these conditions.