



The Photographic Alliance of Great Britain

CENTRAL MANAGEMENT SYSTEM – HOW DO I ?

About The Speakers Register

The Speakers' Register is provided by the Photographic Alliance as a service to Federations and the Speakers who they choose to accredit. While the PAGB will offer advice and assistance, each record in the register remains owned for management jointly by the Federation and the individual Speaker.

3. Speaker Activities

A Speaker is defined as a user in the system who is offering one or more Activities. The Activity types are:

- Judge
- Lecture
- Educate
- Workshop

A Speaker can offer one Judge Activity and multiple other Activities. Each Activity will require separate approval in the system by a Federation.

3.1 Terms and Conditions

Every approved Speaker undertakes to comply with the terms for bookings available [HERE](#) and as supplemented on the website [Speakers](#) page, which also shows the maximum amounts for certain expenses

Every approved Speaker undertakes to comply with the terms for listing given in this chapter (see **3.1** to **3.6**).

Any failure to comply may be reviewed by the Speaker's Federation. At its sole discretion, a Federation may issue instructions to comply or may remove approvals.

3.2 Data Protection

By choosing to be listed in the register, a Speaker consents to the disclosure of personal information (name, email, telephone, postcode) to approved Club and Federation officers to facilitate bookings for the Speaker's included Activities.

A Speaker may view and edit personal details at any time. A Speaker may remove access to personal details by deleting an Activity (see **3.8**)

3.3 Home Federation for Speakers

For a member of a PAGB Affiliated Club, the Speaker's Home Federation is the Federation of their Club.

For others, the Speaker's Home Federation is the Federation of their residence. Consult the [PAGB Federations page](#).

In limited circumstances (see **3.12**), the PAGB may act as the Home Federation.

To offer an Activity, a potential Speaker should consult with their Home Federation.

An approved Speaker who then moves to another Federation should seek approval from their new Federation. Any requirements for references or further training are at the discretion of the new Federation.

3.4 Judging

Federations recruit Speakers as judges and most run training which may include subsequent mentoring and feedback. Being added to the register may therefore be by invitation after training.

A Speaker may have only one Judge Activity record. In addition to approval by the Home Federation, approval can be given in the same record by other Federations (see **3.10**).

3.4.1 Prohibition on Fees

Under the terms for bookings, a judge may be paid expenses but may not charge a fee or request a donation for judging.

3.5 Other Activities (Lecture, Educate, Workshop)

Federations recruit Speakers for these other types of Activity, and may provide induction, mentoring and feedback. Being added to the register will be by mutual agreement.

Each Activity requires a separate record and each record must be for only one Activity. In addition to approval by the Home Federation, approval can be given in the same record by other Federations (see **3.10**).

3.5.1 Permission on Fees

Where Club members use their special knowledge and their images to create lectures, educational events or workshops for the benefit of their own and other Clubs, the PAGB considers it to be normal practice for such Speakers to be paid expenses but not to charge a fee for their time.

The PAGB accepts that there are professional photographers prepared to contribute to Club meetings and there is a cost associated with their time. Such a Speaker may therefore charge a fee for their time or request a donation. The maximum amount must be advertised in the register and the Speaker may charge only up to that amount.

3.5.2 Listing Subscription

Where a fee is advertised for an Activity, then the Speaker will be required to pay a listing subscription to the PAGB. Provided the Activity has Federation approval, paying the subscription will make the Activity visible in the register for the duration of the subscription period, which is one year from the date of payment. The subscription payment will not be refundable either for reduced duration of availability by the Speaker or for removal of approval by a Federation.

The listing subscription will cover any number of fee charging Activities and the number of approved Activities may be changed without requiring any further payment during the subscription period.

In the Edit menu and your personal profile, pick any Activity to see your current subscription status.

If a subscription is required or overdue, payment can be made via any Activity record. Also, the Registration menu header will show a red '!' (exclamation mark), and there will be a Registration menu item to enable payment.

A monthly reminder will be sent to all those with an outstanding subscription due. The system managers reserve the right to delete Activities which have not been renewed after three reminders.

The payment method is via PayPal which can use either a PayPal account or a debit/credit card as a PayPal guest. Your contact information including email and telephone are passed to PayPal so that the payment can be correctly allocated in PAGB bank records. The payment will fail if these fields are not completed (see **3.8**).

3.6 Other Listings

Speakers may advertise their Activities through other channels and the PAGB does not claim exclusive listing rights.

However, once listed in the PAGB register, a Speaker must not offer Activities to PAGB affiliated Clubs via other channels on terms that are less advantageous with regard to expenses or fees than the PAGB conditions for bookings.

3.7 Register Entry - General

As every Activity requires Federation approval, any new register entry must first be discussed with your Home Federation to ensure approval will be available. The following sections assume that has been done.

3.8 Obtaining Activity Approval

You must already have an individual account in CMS. Be sure to complete your user profile with your preferred distinctions, any biography and contact details which must include at least one telephone number and your postcode.

There are certain functions in the system which require distance calculations using postcodes. A postcode must be in the correct format, including the space, and the postcode must exist within the public postcodes database. If your postcode is invalid, none of your speaker activities will be accessible.

You must only seek approval from your Home Federation (see **3.3**). Nearby Federations will be offered your Activity automatically (see **3.10**).

3.8.1 Initial Registration

Use the Registrations menu to request speaker approval. Create a new registration request for each separate Activity which you offer. Do not duplicate requests for the same Activity.

In the registrations window:

Select the Type ie, Judging, Lecture, Educate or Workshop. This cannot be changed later.

Select the Status:

- 'Pending' means you intend further development. The Activity is hidden. It will not appear in the register until you update the status to New or Active and the Federation has then given approval.
- 'New' means you intend further development but is otherwise the same as 'Active'.

- 'Active' means the Activity will be visible in the register if it has Federation approval and, if required, a listing subscription has been paid (see **3.5.2**).
- 'Currently Not Available' is the same as 'Active', but anyone viewing the Activity has a message not to contact you.
- 'No Longer Available' means you want to keep the record but no longer want to offer the Activity. The Activity will not appear in the register. Any Federation approval is retained.
- Given the long notice common for bookings, make changes to Status only for long-term situations and not out-of-office or holidays.

Enter the Title. The content is important as searching the register can be done by any text in this field. Your name must be included.

- For a Judge, the Title will be filled by default with your name and distinctions.
- For other Activity types:
 - If you are the only presenter, give the title of the talk and your name but without distinctions. When anyone picks your Activity, distinctions will appear automatically from your personal details.
 - Example: My Intergalactic Journey by Dan Dare
 - If there is a co-presenter, give the title and both names (without distinctions).
 - Example: Solving Problems by Brian Batman & Rose Robin

Enter the Description.

- For a Judge, the Description will be filled by default with 'Federation Judge', but you can amend this.
- For other Activity types, provide a simple description of your Activity.
- Include any preferences for equipment and restrictions for days/dates, but not anything covered by the additional fields listed below.

Select for presenting in person and/or presenting virtually.

Fee: Note that a fee is separate from expenses. Expenses are always a permitted charge to Clubs and are not declared in the register.

- For a Judge, leave blank or enter '0' as a fee is not permitted for judging.
- For other Activities:
 - If you don't charge a fee, leave this box empty (or '0') and you are not then permitted to charge a fee or request a donation.
 - If you charge a fee for your Activity then you must enter the fee and this is the maximum you can charge. (see **3.5**). If you have not already done so, you will be asked to pay the listing subscription (see **3.5.2**).
 - Important Note: If you charge a fee for your Activity, and you haven't entered that fee, and a Federation approves your Activity, then you are committed by the booking conditions to offer your Activity for no fee. Therefore, always enter your fee when the Activity is created.

Select your Home Federation (see **3.3**).

- You may select 'ZNFO' only if you have been specifically instructed to do so by the PAGB (see **3.11**).
- A record with an incorrect Federation cannot be transferred and will have to be deleted.

Click 'Add New Record'. Your request will need to be approved by your Federation. Your request can be refused.

After creating an Activity record, always use the Edit menu (see **3.8.2**) to update it as there are important extra fields.

3.8.2 Subsequent Editing

Use the Edit menu and Personal Details, which shows all your Activities with scroll for long lists.

- Created shows when the Activity was created.
- Type shows the Activity Type (Judge, Lecture, Workshop, Education)
- Title shows the searchable Title of your Activity. This should be in the format shown in **3.8.1**.
- Active shows your approvals:
 - No tick/icon beside your Activity mean no approval.
 - A tick means Federation approval. [Green = National level approval, Yellow = Local level approval.] More than one tick means more than one Federation has approved the Activity.
 - An 'hourglass' icon either means approval is awaited, or that the Federation has marked your activity as 'Retired'.
- Viewed shows your click count starting from July 2024. The counter increments when anyone clicks on your record to view it regardless of whether they subsequently contact you to make a booking.
- Charge shows any fee you have set for your Activity.
- Status shows what you have set for your Activity. See **3.8.1** for the options and their use.

Click on an Activity item to open its edit window.

Except for the Activity Type and the selected Federation, you can edit all the fields which you entered at registration. In addition:

- Website: You can add your website (include prefix `http://...` or `https://...`)
- Max Distance: You can state a maximum travel distance for in-person presentations.
- Image: You can add an image file related to your activity. This could be a self-portrait for judging or an image from your presentation for other Activity types.

Approval information is set by Federations:

- One or more Federations may show 'Pending' approval.
- One or more Federations may show 'Approved'.
- Raise any queries with your Home Federation.

3.8.3 Deletion

You can delete your Activity. Do this if you no longer offer your Activity or you have created duplicated records in error.

3.9 Managing your Activities

There is dual control over each separate Activity.

Your control is by editing your Activity record (see **3.8.2**), particularly the Activity Status, or by deleting your Activity record (see **3.8.3**).

The Federation controls your approval level, which is for negotiation between yourself and the Federation. Approval can be Provisional or Local (visible only within the Home Federation) or National.

The Federation can remove approval which hides the Activity from the register.

3.10 Automatic Offer to Adjacent Federations

Do not seek approval from multiple Federations.

Your Activity will automatically be offered for approval by adjacent Federations as a benefit for Clubs near a Federation border.

3.11 PAGB Level Management for Speaker Activities

In certain cases, the PAGB will act as Home Federation to also create and manage the Activity record.

3.11.1 Judge Activity

The PAGB Judges Committee accredits PAGB judges and there is a procedure for nomination and acceptance.

Normally the PAGB will tag the existing judging record within the Home Federation. If there is no such record and the Home Federation declines to approve one, then the PAGB will offer 'ZNFO' as the Home Federation and approve the record directly.

The register can be searched for records having the PAGB accreditation tag.

3.11.2 Other Activities

The PAGB Judges Committee will consider direct applications from potential Speakers who reside outside the PAGB area, and may also consider applications from commercial organisations where use of a Federation might not apply. If accepted, the PAGB will offer 'ZNFO' as the Home Federation to approve and manage the Speaker's Activity records. Such approvals only indicate availability and do not carry PAGB accreditation.

3.12 Moving Federation

If you move home from one Federation area to another, then your Home Federation changes.

Be sure to edit your personal details to show your new address. The minimum information requirement for a speaker is email, one telephone number, and postcode.

Changing your postcode will make your existing Activity record(s) available for approval by your new Federation. Do not create new Activity records which would duplicate those which already exist.

Liaise with your new Federation to ask them to grant approval for your activity(s). Approval is at the discretion of your new Federation, who may refer to your previous Federation, or ask you to undertake their own training.

Also liaise with your previous Federation. What happens with the approvals by your previous Federation may depend on how far you have moved. If your previous and new Federations are adjacent, then your previous Federation may want to keep you in their records as a benefit to their Clubs near your new home (see **3.10**). If you have moved a long way, your previous Federation will probably remove your approval(s) so that you rely on the approval(s) of your new Federation.

3.12.1 Multiple Addresses

If you are available from two homes in different Federations, then only one will be your Home Federation. You can request the other Federation to also give approval to your activities.