

BOOKING and REPLY FORMS

Pages 147 & 148

Please photocopy these forms as often as required or download copies from the PAGB web site:
<http://www.thepagb.org.uk>

Alternatively, you may tailor them for your club using a computer or typewriter.

EXPENSES for PAGB LECTURERS

Lecturers should be reimbursed for all travelling expenses including full standard rail fare, bus and/or taxi if required. Where the lecturer uses his or her own car he/she is entitled to be paid for mileage in accordance with the rate published on the PAGB website (<http://www.thepagb.org.uk>) at the date of the visit.

By agreement at the time of booking lecturers may claim for:

1. The cost of a meal and/or overnight accommodation.
2. A charge to cover the wear and tear of the lecturers own equipment to a maximum of £10.
3. The cost of all consumables and materials used during the lecture or demonstration.

Please note - some lecturers will charge a fee, or additional expenses, over and above the PAGB expenses. Lecturers who charge a fee or additional expenses are listed under a separate section at the foot of each federations entry. Such lecturers are required to pay a one off fee for their entry in each new edition of the handbook - currently £20 at the date of this edition - in return for which they are able to list additional information such as website and email addresses, additional distinctions etc. Such additional lecturing fees must be agreed at time of booking.

RECORDED LECTURE SERVICE

Details of the Recorded Lectures Service can be found on pages 101 to 105

NEW LECTURES

are always welcome and prospective contributors should contact:

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CONDITIONS GOVERNING LECTURERS LISTED BY THE PAGB

The lecturers listed in this 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 of course be notified as soon as possible.***

BOOKING	The PAGB REQUEST and REPLY FORMS - see pages 148/149 - are highly 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.
SYLLABUS	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 the sponsoring company must be listed and the club must comply with any specific conditions of that sponsored lecture. It is courteous to send a copy of your syllabus to the lecturer in advance of the engagement.
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 are listed opposite. These should be agreed in advance using the Reply Form and should be paid on the night without prompting. Cash is often preferred and should always be offered.
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.