



# The Photographic Alliance of Great Britain

## Judges and Lecturers at Club Meetings Standard Terms and Conditions

### Application

These terms and conditions apply to any booking between an Affiliated Club and a Judge or Lecturer (a Speaker) who has consented to be listed in a handbook or on-line register of either a Federation or the PAGB. Bookings made by a Federation or the PAGB are treated in the same way as for a Club. These terms apply to bookings for both physical engagements and on-line engagements.

A Speaker who is not listed by any Federation or the PAGB is not bound by these terms and conditions.

A breach of these terms and conditions or other dispute should be referred to the most appropriate Federation.

### Terms

These terms and conditions directly cover bookings, expenses and fees. Other reference material is listed below.

### Bookings

The Club should contact the Speaker by telephone, email, post or other means to propose the date(s) and indicate the type of event. There is no obligation for a Speaker to accept an engagement but, once agreed, only serious difficulty should necessitate a change or cancellation by either party.

Clubs pay speakers under two independent categories of Expenses and Fees. The amounts should be discussed as part of the booking process.

A booking must be confirmed in writing, such as an email, soon after agreement. Any necessary changes must also be confirmed in writing.

### Expenses

All Speakers are entitled to charge expenses, which should be estimated at the time of booking and confirmed at the time of the event. An expense must have been necessarily incurred, and the Speaker should make reasonable choices to minimise the amount.

The permissible expense types are:

- Travel.
  - If using public transport, the direct cost of any train, bus or taxi.
  - If using private transport, up to the current PAGB mileage rate for a private car [£], plus the direct cost of any parking, road toll, congestion charge, emission charge, etc., but excluding any fines for non-payment.
- Depreciation: Wear and tear of equipment and materials provided by the Speaker, including any used in the creation of both prints and projected images, up to a maximum amount specified by the PAGB [£].

- Consumables: The direct cost of any materials used by the Speaker.
- Subsistence: Essential accommodation and meals but only when specifically approved in advance by the Club.

For a physical meeting, expenses should be paid at the meeting without prompting. Cash is often preferred and should be offered whenever possible.

For an on-line meeting, a payment method should be agreed at the time of booking and payment sent promptly according to the agreement.

## Fees

Fees may be either a payment for the Speaker's time, or a copyright licence fee or both, and are always separate from expenses.

Clubs should review any information shown with the Speaker's listing and, before confirming a booking, understand any obligation to pay.

Fees should be paid at the same time and by the same method as expenses.

### *Fee for Time*

A fee or a donation must not be requested for judging.

Most Speakers have agreed to request no fee or donation for activities such as lectures or workshops. For those that do, the maximum amount is that declared for the activity in a Federation or PAGB listing current at the time of booking.

### *Fee for Copyright Licence*

An oral presentation and any written material provided at the request of a Club are the Speaker's copyright.

The Speaker is entitled to grant or refuse permission for the Club to record any part of the presentation, and no recording should be made without specific permission.

The Speaker is entitled to agree or not agree to provide the Club with written materials such as notes on images or a prepared handout.

The Speaker can state licence conditions for the purpose and use of any recordings or written materials and may charge a reasonable copyright licence fee. The licence fee may depend on the scope of the licence [‡].

## References

[‡] Information about maximum rates for travel expenses and depreciation expenses, and a range for copyright fees is available at <http://www.thepagb.org.uk/services/pagb-judges>

Other documents are available at <http://www.thepagb.org.uk/library>

- Advice:
  - Recording of Meetings.
- Judges & Lecturers:
  - Code of Good Practice: Practice which all are recommended to follow, so that the Speaker's contribution is properly recognised and the event is a success.
  - Booking Forms for Judges and Lecturers: A template booking and reply form which can be exchanged by post or email.