

## Gloucestershire Local History Association Speakers List: Notes on Creating an Entry

The speakers list is used not only by "speaker secretaries" from local history groups and societies in Gloucestershire but also by a wide range of other organisations (e.g. Women's Institutes, Probus clubs and such like) and often from outside the county. It therefore needs to contain all the necessary information and be kept up-to-date.

The present format has evolved over the years to provide full contact details, talks available, presentation method (PowerPoint, slides or Zoom), additional notes such as willing to give talks at short notice and finally the fee and any expenses required.

The best way to construct a new entry (or decide how to modify an existing one) is to look at the current list at [gloshistory.org.uk/speakers](http://gloshistory.org.uk/speakers).

Please email any queries to [speakers@gloshistory.org.uk](mailto:speakers@gloshistory.org.uk) .

This is also the email address to send your entry (once your inclusion in the list has been approved by the GLHA Chair).

Please note you must send the entire text of your entry in the body of a single email in the order you see on the current list.

If there are any queries the volunteer administrator who maintains the list will reply to your email thus retaining the 'thread' of the correspondence. You must not include any attachments. Using text in emails and not attachments will ensure that the full discussion is contained in a single document (i.e. there will be an audit trail) and this should reduce the risk of incorrect entries being published.

Please do not try and replicate the boxes of the actual list. You simply need to supply the text that will make up your entry. [See Appendix below]

Please note the following:

- A maximum of 10 talk titles is permitted per entry.
- Each talk title must fit on a single line (for technical and aesthetic reasons). You can of course choose a longer title when you agree a booking. If the title is too long you may be asked to shorten it or it may be edited by the administrator for you the revise later, if you wish.
- Most important, please ensure that "speaker secretaries" have sufficient information to work out a fairly accurate estimate of the total cost of your talk at their location.
- The list needs to be concise and normally no additional information to that listed in paragraph 2 above, will be included.
- There is no regular schedule for updating the list. Simply send any amendments required to the administrator who will update it as soon as there are three or four entries to be amended or added.
- By submitting your details you give consent to be published on the list.

Thank you.

Ray Wilson September 2023

Appendix ► ► ►

# Appendix

## Example of how to send a speaker's details

(in an email and not as an attachment so an audit trail is automatically established)

Joseph Bloggs B.Sc.

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Somewhere

Gloucester

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07777 123456

joe.bloggs99@gmail.com

www.bloggs-talks.org.uk

1. A History of Somewhere in Gloucestershire
2. Another History of Somewhere in Gloucestershire
3. My other Talk

More talks available

All talks illustrated with PowerPoint

Willing to give talks at short notice

£50 including travel within 5miles of Gloucester, 40p per mile thereafter

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