

Gloucestershire Local History Association Speakers List: Notes for Speakers

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, including those outside the county, such as Women's Institutes and Probus clubs. It is essential that it contains all the necessary information and is 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 willingness to give talks at short notice, and the fee and expenses required.

Additions to the list are always welcome. To be added to the list please send your details (see page 2) to speakers@gloshistory.org.uk for approval by the GLHA Chair. You should include brief details of your experience, including recent talks you may have given to Gloucestershire groups. Also, please note that we only accept requests to go on the Speaker's List from individuals and not from organisations, although your affiliation to an organisation may be included.

The best way to construct a new entry (or how to modify an existing one) is to look at the current list at gloshistory.org.uk/speakers. Please keep GLHA informed of any changes.

Please note you must send the entire text of your entry **in the body of a single email to** speakers@gloshistory.org.uk in the order you see on the current list (see page 2). NB: when you update your entry you need only supply the information that needs to be changed.

If there are any queries, the volunteer administrator who maintains the list, will reply to your email thus retaining the 'thread' of the correspondence. **Please note you must not include any attachments.** This 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 need only to supply the text that will make up your entry. (see page 2)

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 choose a longer title when you agree to a booking. If the title is too long you will be asked to shorten it or it will be edited by the administrator for you the revise later.
- Most importantly, please ensure that "speaker secretaries" have sufficient information to work out an 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, as on page 2, will be included.
- There is no regular schedule for updating the list. 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. (Please remember no attachments – all in the body of an email.)
- GLHA welcomes feedback on speakers on the List, and please be aware that GLHA reserve the right to remove a speaker from the list without notice.
- By submitting your details, you give consent to be published on the list.

Thank you.

Appendix

When submitting your entry to be placed on the Speakers List, please confirm that you have read these notes Guidance to Speakers.

Example of how to send a speaker's details

Joseph Bloggs B.Sc.

52 The Avenue

Somewhere

Gloucester

GL67 5AB

01453 345678

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

Please make sure your total expenses are confirmed with the group/society.

Any queries should be sent to speakers@gloshistory.org.uk