

## Venue and Speaker Policy - SHCG Conference and Seminars



The Social History Curators Group (SHCG) was formed to improve the status and provision of social history in museums and the standards of collections, research, display and interpretation. We organise one conference and at least two seminars per year to help achieve this aim. This venue and speaker policy covers both this regular events programme and any other extraordinary events run by Social History Curators Group.

### **Venues**

SHCG keeps costs for attending its seminars and conference as low as possible by budgeting events to break even and we manage the budget for each event very tightly based on the number of attendees. For these reasons, we ask institutions offering us a venue to apply for places on a seminar or conference through the normal channels.

SHCG Board of Trustees may offer one free place to a venue/institution under this policy if they are an SHCG member and have arranged for SHCG to have the venue for free or at substantially reduced fee (where that venue would not otherwise be so). Any such offer must be agreed in writing by a simple majority of the Board of Trustees.

### **Joint Events**

SHCG works with partners to deliver training events for both SHCG members and non-members. Joint events will normally only require one organiser (from either partner, but not both) to deliver the event. This will be an SHCG representative if SHCG is undertaking the financial risk.

If the partner organisation feels they require a representative to be present at the event, this must be agreed in advance in writing by a simple majority of the SHCG Board of Trustees, before the budget and delegate prices are set.

### **Speakers**

SHCG will provide refreshments and can refund travel expenses for one speaker per institution, up to £100 per institution. This should not include any extra charges or fees such as car parking fees, baggage fees, upgrade fees, travel subsistence or accommodation. SHCG is unable to pay speakers.

All travel arrangements to SHCG events are the sole responsibility of the speaker and no exceptions or refunds can be made in the event of delayed or cancelled trains, planes or other forms of public or private travel.

Speakers are welcome to attend the whole day of the seminar, conference or event at which they are speaking. If you wish to attend for additional days, this must be applied and paid for through the normal channels.

Delegates booking SHCG events have the right to expect that they will receive the full advertised programme. In the event of speaker cancellations, the SHCG Conference and Seminar Organisers will endeavour to book a suitably qualified substitute speaker who can deliver similar learning outcomes. For these reasons, we ask that you only commit to speaking if you have capacity to do so and let us know as soon as possible should unforeseen circumstances force you to withdraw. In these circumstances:

- SHCG will not honour any previously agreed speaker expenses
- If your travel is booked through SHCG Treasurer the cancelling Speaker must reimburse SHCG the full cost of the travel upon cancellation
- Speakers must supply a copy of their notes and/or presentation if the cancellation is made less than three weeks before the scheduled event.
- We welcome suggestions for suitably qualified substitute speakers, however, final decisions on substitutions lie with the Conference and Seminar Organisers

This policy was formally adopted on Wednesday 10<sup>th</sup> April 2016.

**Review Date: 10 April 2018**