

Thank you for taking the time to volunteer to become an SPF Speaker, it is greatly appreciated. We are very happy to invite you on to the SPF list of Lecturer. We have put together the following to help you.

SPF Lecturers are listed in our SPF Directory-Handbook.

If you have any questions on this information, please feel free to email or phone me to discuss any time. As soon as we appoint a new SPF Judges Liaison Secretary, we will let you know.

Kind Regards
Libby
SPF Hon Vice President

Full conditions of your SPF Lecturers listing, together with details and advice can be found on our dedicated SPF website webpage, which contains a wealth of information to help you as a new Lecturer, as well as those more experienced. These pages will be regularly updated. –

<https://www.scottish-photographic-federation.org/all-things-judging-and-lecturing>

<https://www.scottish-photographic-federation.org/interested-becoming-judge-or-lecturer>

On the above webpage we supply the very useful Guidance Notes which form the basis of or Judges Assessment Day under the heading CONDITIONS OF BOOKING, BOOKING FORMS AND GUIDANCE NOTES downloads area. There are many useful pieces of information for you as an SPF lecturer particularly -

- Guidance Notes 2 – Quick Reference Checklist
- Guidance Notes 3 – Presentation Skills

Being an SPF listed Lecturer means agreeing to the conditions laid out under the CONDITIONS OF BOOKING, BOOKING FORMS AND GUIDANCE NOTES area on the above SPF webpage. This includes the PAGB Terms and Conditions and Guidance Notes for Judges and Lecturers which also applies to ALL SPF Judges and Lecturers, including when Judging or Lecturing at SPF Clubs.

Additionally, please note the document ‘PAGB Conditions for PAGB CMS web listing.’ and refer to that when reading the last part of this document.

This area also shows what conditions SPF and PAGB Clubs should abide by when they book you, both at the time of booking and throughout the Lecturing process. If you need any guidance on what you are being asked to do by a Club, please just ask me.

I have given a few examples in the following -

- The manner of Judging/Lecturing should be agreed between Judge/Lecturer and Club at time of booking.
- whether you are happy or not doing a virtual Lecture or being recorded should be confirmed at time of booking, not on the night.
- Confirm what expenses are due to be paid at the time of the booking and agree the method of payment.

SPF Lecturers Introduction and General Information_2025_1

- Agree what equipment you require on the night NB – The sample Booking Forms should highlight the main items. (The Club should accommodate your requirements).
- How long the presentation time is available to you. Check if that includes a teabreak.
- You should always receive directions to the Club venue.

A couple of issues that have crept in in recent times are highlighted below –

- When showing a print talk, you do not require to supply a PDI copy of the print for the Club's use to display on the night. Also, you have the choice to allow print capture on the night or not.
- There is no requirement for you to agree to being recorded.

The MILEAGE RATES & EXPENSES heading on this webpage also gives you details on the maximum allowed to be charged by our SPF Listed Judges and Lecturers. As an SPF Lecturer, you must not charge a Fee in addition to Expenses, unless you declare you will charge one in advance. If you do, you will be listed separately in our SPF Directory-Handbook, and you will require to pay an annual fee to the PAGB to be listed on their CMS website.

For Non-SPF or Non-PAGB Affiliated Clubs you are free to charge what you wish. As an SPF Lecturer, you must not charge a fee to an SPF Club, in addition to these outlined expenses, unless you first notify the SPF. You will be listed accordingly.

We require confirmation of the details that we will list for you.

**Please confirm all of the following details for your listing in –
THE SPF DIRECTORY-HANDBOOK**

- Name
- Photographic Distinctions
- Postal Address
- Personal Email Address
- Preferred Phone No.

Please also indicate -

- If you wish to charge the outlined Expenses only (*e.g. mileages at current rate, meal etc as required..*)
- If you wish to charge a Fee in addition to the outlined Expenses
- If you are willing to do 'Virtual' Lectures and 'In person' lectures
- If you are happy to be listed to SPF Clubs Only, or additionally happy to be listed to all PAGB Clubs (*Which bookings you take are completely at your own discretion.*)
- Any maximum mileage restriction e.g. max 100mls, or if you are unavailable on a particular night e.g. Not Wed, or you may prefer to police this yourself.

Please also indicate –

- the titles of each of your presentations
- and if (Print, Digital, PowerPoint, AV, Demo or a combination thereof as required)

These details can be amended at any time just with an email.

We will use your email address to add you to our E-MAILING LIST.

(emails are either direct from an SPF Executive Member, or by formatted email or SPF e-flash, and occasionally PAGB e-news). *Examples of what our e-publications look like is given overleaf.*

These communications are used to keep you updated with the business of the SPF and PAGB, and its events as well as rule changes. We also do admin updates of our lists by that method from time to time, and updates to our procedures.

A copy of the SPF DIRECTORY-HANDBOOK will be issued to you regularly by email containing a link for you to download a copy, but we request that you keep us updated as soon as possible as regards any changes to your details.

This is only supplied to SPF Clubs, Judges and Lecturers, and the SPF Executive. Our data protection policy is available from the following page of our website –

<https://www.scottish-photographic-federation.org/about>

We will also add you to the **PAGB CMS WEBSITE ONLINE WEB LISTING**

PLEASE NOTE THAT IF YOU WISH TO CHARGE A LECTURE FEE IN ADDITION TO EXPENSES, YOU WILL REQUIRE TO MAKE THE PAGB CMS LISTING YOURSELF AND PAY THE ANNUAL SUBSCRIPTION FEE – THIS IS A PAGB REQUIREMENT. WE WILL THEN APPROVE YOUR LISTING.

(Replacing the old PAGB Handbook) - Please see the following page for full details.

The PAGB CES (newly called the CMS - Club Management System) website holds information such as contact details and Club and Federation memberships, together with Judges and Lecturer's lists from throughout the PAGB (previously supplied as part of the PAGB Handbook), as well as PAGB Recorded Lectures and access to enter PAGB Competitions (like entry to the Masters of Print, GB Cup and Trophy) etc.

Your details used for this **PAGB CMS WEBSITE ONLINE WEB listing** are –

- Name (and Distinctions if supplied), Postcode, Personal email address (and phone number).
- Whether you are happy to do - In Person and/or Virtual Lecturing.
- Any restrictions re mileages or night.

After we set this up for you, if you create, or already have a login to this site, you can amend many aspects of your listing for yourself or send me an email and I will help.

- **Your details will be able to be accessed by SPF and PAGB Clubs, unless you restrict your listing when supplying your details to us.**
- Only Club, SPF and PAGB Committee Members who have a verified log-in have access to your full information. *(If you wish to be listed to SPF Clubs only, then you will not be visible to any PAGB Club out with Scotland.)*
- Individual Members who have a login can see that you are a Judge/Lecturer but none of your contact details.

More info on the PAGB CMS (including a couple of videos) can be found on the following SPF webpage under the PAGB CMS heading -

<https://www.scottish-photographic-federation.org/general-guidance>

You can of course decline from being added to this PAGB listing, or if you would like to discuss further before committing, please contact me. I am also an administrator on this PAGB CMS website so am well placed to answer your concerns.

If you already have a PAGB CMS website login for your Club or for a PAGB Awards entry, your login remains the same as that, we just add your Lectures to that.

Examples of what our SPF e-publications look like are given below.

