Guidelines for Speakers

Dear Speaker,

Thank you for agreeing to speak to a meeting of the British Computer Society **Advanced Programming Specialist Group**. BCS is a chartered institute and one of the leading information technology societies, with over 60,000 members worldwide. The Advanced Programming SG has over 1600 members, most of whom are practicing software engineers or computer science academics. You can find more about our activities at http://www.bcs.org/groups/advprog.

Our meetings are held at the BCS London facility in the Davidson Building, 5 Southampton Street, London WC2 7HA, which is very close to The Strand. The nearest Underground stations are Covent Garden and Charing Cross. Meetings start at 6.30pm (tea and coffee available from 6.00pm) and end around 8.30pm. We are unable to offer a fee but will pay reasonable travel expenses.

If you have not done so already, **please send us a title for your talk, plus a one paragraph summary, brief biographical information and a passport-style photograph of yourself** so that we can publicise your talk on our website. We will also distribute this information to members via e-mail prior to the meeting.

The meeting room is equipped with a digital projector and **we encourage speakers to bring their own laptop computer** with presentation and/or demonstration whenever possible. However, we can also provide a laptop if you would prefer to bring your slides on a USB memory stick. Please let us know if you will need an in-house laptop and also of any other requirements you may have. Speakers have approximately 60 minutes for their talk, plus time for questions. Experience suggests that no more than about 30 slides will be needed for a presentation of this duration. Please bear in mind that presentations may be seen by an international audience; use diagrams where possible and always spell out acronyms on first use.

Meetings are usually well attended but there are inevitably many members who cannot be present. Therefore, we ask you to provide us with a **copy of your slides in PDF format** before the meeting or, alternatively, a link to a web site where the slides may be viewed. Our normal practice is to record and broadcast talks for the benefit of those unable to attend, and we ask for your consent to be recorded on this occasion.

You should own the copyright of material you present, or have the permission of the copyright owner to use it. Please confirm in writing or by e-mail as soon as possible that you are willing to give us the right to distribute slides and recordings. Your talk should not include any material that is confidential, proprietary, personal or defamatory. BCS reserves the right to edit recordings which do not meet these conditions.

We look forward to hearing your talk!

Sincerely,

Algirdas Pakštas, DrTech, FBCS, CITP, SMIEEE, MITHS
Chairman, BCS Advanced Programming Specialist Group