



Chartered Institute for IT (BCS), Jersey Speaker Guidelines

The Chartered Institute for IT, Jersey Branch (BCS) welcomes speakers at its events and is always keen to discuss subject matter and opportunities.

The BCS requests that speakers follow these guidelines:

1. BCS retains overall control of the event.
2. Although it is accepted that most speakers have a commercial interest in their subject matter, we ask that this be kept subtle in their presentation.
3. Any personal/corporate details/introduction must be kept to a maximum of two presentation slides.
4. Presentation slides should not have the presenter's personal/corporate details/logo on every slide.
5. Where possible, the BCS logo and colour scheme should be used on presentation material.
6. The speaker must not use the presentation to openly promote their services or those of their corporate.
7. The speaker can erect promotional display stands, but not at the front of the venue, where a speaker is presenting. This is reserved for BCS material.
8. Given the open and agnostic nature of the BCS, the speaker accepts that their competitors may attend the event.
9. The speaker will supply a brief biography and summary of the event. The BCS will use this to publicise the event and has the right to change it if required.
10. The speaker will provide the BCS with a copy of their presentation one week before the event. This should include a PDF version for publishing on the BCS Jersey website.
11. The speaker should not comment on or refer to any island entity, unless it is their corporate body, in which case it should be declared up-front. In particular, the speaker must not comment adversely about any island entity.
12. The speaker must advise the BCS if they require a projector, type of projector connection and other materials that may be required.
13. The BCS may agree for the event to be sponsored. This can be by the speaker or another sponsor.