Name

Address line 1

Address line 2

Address line 3

Address line 4

POSTCODE

**Day Month Year**

Dear [name]

**Confirmation of agreement between BCS Member Group and Speaker**

Thank you for agreeing to speak at the [name] Branch/Group event, to be held on the [date]. We are delighted that you have accepted our invitation and look forward to welcoming you on the day.

Please find below agreed terms for your presentation as confirmed recently.

Date:

Event Start time:

Event Finish time:

Speaker Arrival time:

Topic:

Location:

Equipment needed:

Time Scale:

Fee:

Brief presentation synopsis\*:

Speaker profile\*:

Other Comments:

*\* For website and publicity use*

We have enclosed a map of the venue and surrounding area, as well as directions and travel routes for your convenience. However please don’t hesitate to contact me on the details below if you would like to discuss this further.

[It’s important to note that the BCS chooses not endorse a particular company or product over others. We would therefore be grateful if you could bear this in mind when delivering your presentation and that failure to do so could result in your services not being requested in future.]

Finally, by agreeing to speak at the Event you provide BCS permission to post a copy of your presentation onto our Branch/Group/BCS website post event which may include a video recording of the event and use your name, likeness, and any biography (requested by BCS or provided by you) on our websites and in related event marketing materials. Please provide consent for these purposes as further outlined in Appendix 1 below.

I hope the enclosed information is useful, once again may I offer my thanks on behalf of the [name] Branch.

I look forward to seeing you at [time] on [date].

Yours sincerely

[Event Champion/Chair]

[Tel no, email address]

**Appendix 1: Speaker Recording Consent Form**

|  |
| --- |
| **Contributor Name:** [name]  **Name** **of Copyright Owner, if different:** [name]  **Title of Presentation:** [Title] |

The Contributor has been invited to present at the XXX Event on *Day Month Year.* By signing this agreement, the Contributor grants an irrevocable, sublicensable, non-exclusive, royalty free, worldwide licence to the British Computer Society (BCS) to publish their lecture/presentation (in part and/or in its entirety), name, biography and likeness, which may including visual and audio recording of the Event (“the Material”) on the BCS/Member Groups’ websites, in associated Event marketing materials, writeups of the Event published by BCS/Members Groups’ and Event collaborator’s sites (Event collaborators will be notified to the Contributor).

BCS and the Contributor further agree that:

* BCS shall be free to publish or further disseminate the Material in any/all languages, media or territories;
* the Contributor will be free to reuse the Material;
* the Contributor agrees that BCS can edit the Material to fit their published mediums; and
* the Contributor asserts to BCS and to our licensees your moral right to be identified in the Material as the Author (or co-author as the case may be) of your contribution, in accordance with
* the Copyright, Designs and Patents Act 1988.

The Contributor warrants to BCS on an ongoing basis that:

* + the Material is their own work;
  + if the Material has been previously published, the BCS will not be infringing the copyright of a third party by publishing the Material;
  + the Material does not contain anything which is libellous, defamatory, obscene or illegal or which will be otherwise actionable matter;
  + if the Material contains material which is someone else’s copyright, that the Contributor has or will have obtained the unrestricted permission of the copyright owner and that any such material is clearly identified and acknowledged within the Material;
  + all statements in the Material purporting to be facts will to the best of the Contributor’s knowledge and belief be true; and
  + the exercise of the rights will not infringe any rights belonging to anyone else.

This agreement shall be governed by English law and the Contributor agrees to submit to the non-exclusive jurisdiction of the English Courts.

1. Please sign and return this form to Member Groups Team, BCS, 3 Newbridge Square, Swindon, Wiltshire, SN1 1BY or Email: groups@bcs.uk to indicate your acceptance of the above terms.

Signature(s) of Presenter(s):

Signature of Copyright Owner, if different:

Date: