## **RPS AV GROUP LECTURER - INFORMATION FORM**

| NAME   |  |  |  |                              |             |                 |        |
|--|--|--|--|------------------------------|-------------|-----------------|--------|
| PHOTOGRAPHIC LETTERS   |  |  |  |                              |             |                 |        |
| ADDRESS  |  |  |  |                              |             |                 |        |
|  |  |  |  |                              |             |                 |        |
|  |  |  |  |                              |             |                 |        |
| EMAIL ADDRESS  |  |  |  |                              |             |                 |        |
| TELEPHONE NO.S   | HOME   |  |  | MOBILE                       |             |                 |        |
| DISTANCE WILLING   |  |  |  | ARE YOU WILLING TO HAVE YOUR |             |                 | YES/NO |
| TO TRAVEL?   |  |  |  | NAME CIRC                    | ULATED ON A | A LECTURER LIST | ?      |
| WHAT PRESENTATIONS   |  |  |  |                              |             |                 |        |
| CAN YOU GIVE?  |  |  |  |                              |             |                 |        |
| (Please include  |  |  |  |                              |             |                 |        |
| brief details)   |  |  |  |                              |             |                 |        |
|  |  |  |  |                              |             |                 |        |
| ARE YOU WILLING TO CONDUCT A WORKSHOP-STYLE PRESENTATION?  YES/N |  |  |  |                              |             |                 | YES/NO |
| PLEASE LIST  |  |  |  |                              |             |                 |        |
| PROGRAMMES YOU   |  |  |  |                              |             |                 |        |
| CAN DEMONSTRATE  |  |  |  |                              |             |                 |        |
|  |  |  |  |                              |             |                 |        |
| WHAT EQUIPMENT WOULD   |  |  |  |                              |             |                 |        |
| HOST ORGANISERS NEED   |  |  |  |                              |             |                 |        |
| TO PROVIDE?  |  |  |  |                              |             |                 |        |
| FEES AND   | It is expected that lecturers will not charge a fee, but they will be reimbursed |  |  |                              |             |                 |        |
| TRAVELLING EXPENSES  | for travelling expenses on the day at the standard RPS rate applicable at the    |  |  |                              |             |                 |        |
|  | time of the lecture. Any required overnight accommodation must be agreed         |  |  |                              |             |                 |        |
|  | between the lecturer and the host club representative at the time of booking     |  |  |                              |             |                 |        |
| ADDITIONAL INFORMATION   |  |  |  |                              |             |                 |        |
| OR REQUESTS  |  |  |  |                              |             |                 |        |
| SIGNATURE  |  |  |  |                              | DATE        |                 |        |

Please Return to: <u>secretary@av-group.org.uk</u>