Guidance for Speakers

Thank you for agreeing to speak at our National meeting. We hope you find the following guidelines helpful.

1. **National meetings cater for a broad audience, and only a minority will be specialists in your field, so please be careful with the more technical material.** In particular, a large number of equations and acronyms can be difficult to follow in a short talk, so please only use when they are really necessary.

2. A good model for a Society talk is to spend a roughly comparable time on:
   - why you did the work (main motivation and background)
   - how you did it (essentials of the method)
   - what you found (main results)
   - what it means (main conclusions)

3. Please show a Summary slide where appropriate.

4. You will be asked to provide a short abstract to advertise your talk approximately one month before the meeting. Please feel free to include a figure.

5. Timing: please allow adequate time per slide for the audience to absorb it. For a 20 minute talk, some 10 to 20 slides are recommended, depending on their content. Please also allow 5 minutes for discussion. We normally take questions at the end of each talk.

6. Please do all you can to make your talk audible and visible right to the back of a fairly large lecture theatre.
   - We will provide lapel microphones but you should still face the audience and speak clearly and not too fast. Please use the microphones as we make audio recordings of many of the talks (with your permission) and importantly we do have people who use the ‘hearing loop’ within the lecture theatre which is connected to the microphones. Remember that the partially deaf and non-native English speakers need to see your lips move.
   - Keep the complexity of graphs to the minimum but label everything. Remember that red/green colour-blindness is quite common. The main point is please keep your slides as simple as possible.
   - Please spell out each acronym at least once.

7. The organiser will ask to see a draft of your talk about a week before the meeting to check the length and level of the content. Please also try to find time to show your talk to your Meeting Manager before the meeting to get additional feedback on clarity and timing.

8. We like to show presentations on our website so encourage you to make this or an amended version available for us to put on our website. We also like to record audio from some of our meetings, and in particular question and answer and discussion sessions. A member of the Society team will be at the meeting and will ask you to sign a permissions form. If you have any questions regarding this a Society representative at the meeting will be able to help.

9. There is no dress code.
Expenses

In line with the Society’s commitment to reducing its carbon footprint, expenses for car travel are normally not reimbursed where an equivalent public transport journey is available. An equivalent public transport journey is deemed as one that takes a maximum of 20% longer than the car journey. Parking, tube fares and mileage to and from a railway station will continue to be reimbursed.

However, people with disabilities and those carrying heavy meeting equipment are exempt from this policy.

As a general principle the Society does not reimburse airfares hotel accommodation, meals or refreshments, drinks etc. However in some circumstances such costs may be unavoidable and this should be pre-authorised by the Chief Executive or Chief Financial Officer in advance of the meeting.

Claimants MUST attach original receipts to support expenses claimed using the RMetS Claim form provided. If the space on this form is insufficient to set out the information required, a separate statement should be attached.

Payment will be made by bank transfer; therefore bank details MUST be supplied. Please ensure that your email address / contact number is shown where requested on the front of the form in case we need to contact you regarding your claim.