

IET Communities Volunteer Briefing: Inviting speakers and gathering content

Speaker invitations

Make sure you capture responses from your speaker invitations and record their contact details. Remember to request their job title and a short biography as this will help when promoting the event. It might also be useful to obtain a mobile number for use at the event as well as dietary requirements.

Make sure each speaker is clear on what their presentation should cover and how long they have to present; make them aware of who the other speakers are and what they are covering (providing speakers with all the biographies and presentation synopsis when available).

Benefits of publicising a completed programme

Publicising a full programme, with clear timings, speaker names, job titles, presentation titles and biographies, allows potential delegates to make an informed decision about attending the event and is likely to have a positive impact on attendance.

Obtaining copyright – legal obligation

An IET Events Non-Exclusive Publication Agreement should be signed if a speaker is:

- submitting content for inclusion in the event proceedings
- presenting a paper, which will then be available online
- presenting a poster, which will then be available online
- presenting a PowerPoint presentation, which will then be available online
- being filmed for inclusion on the IET.TV platform, through IET.TV or UGC

This form needs to be obtained for the IET to be able to publish the author's content. All signed forms need to be sent to the Community Event Production team, who will ensure the forms are submitted internally to the digital Library, IET.TV (if applicable) and archived.

Contact the Communities Team to discuss support available and details around publishing speakers content - communities-support@theiet.org

Have you got something to say on this subject? Would you like to connect with other IET Communities volunteers? Then go to the IET Volunteers Community on www.theiet.org/vc

You can view the latest version of this briefing on www.theiet.org/running-events

Briefing last updated	October 2017
Briefing next review	October 2018