

IOR Policy on selecting speakers and payment - January 2024

The process of selecting a guest speaker involves careful consideration to ensure that the speaker aligns with the goals, values, and audience. The IOR as a registered charity has a legal obligation to act and to dispose of its resources “for the public benefit” and in line with its charitable objects as a scientific and educational charity. This allows the IOR to organise technical events with technical expert speakers but also to offer fundraising events during which it may engage pay for non-technical guest speakers. The IOR’s objects, values are stated in our policies on Code of Conduct and Diversity and inclusion. <https://ior.org.uk/about/policies-and-practices>

1. Types of speakers used by IOR

- IOR and its branches and associated societies have the practice and custom of using either unpaid technical speakers for technical events and paid non technical guest speakers for social or fundraising events.

- Speakers at technical events must adhere to the IOR non-commerciality policy as published at

<https://ior.org.uk/about/policies-and-practices>

https://ior.org.uk/public/downloads/3omYR/Commercialism_policy22.pdf

2. Selection of speakers

- the choice of speakers should be made by an organising group or committee and a written record made of the decision confirming that it is in line with this policy.

- any conflict of interest or potential conflict eg business association or financial links should be declared and persons involved should absent themselves from the final decision of speaker and /or remuneration if relevant.

- organisers must work towards diversity in selecting guest speakers, including but not limited to gender, ethnicity, background, and perspective.

- a balance of technical views should be aimed for so that the IOR’s independence is not at risk of being compromised

Note on selection and briefing of non-technical “guest” or “celebrity” speakers:

- Guest speakers at social events should be selected based on a mix of recommendations from third parties eg a professional speaker agency and where possible their general conduct and content of talks reviewed prior to engagement eg showreel or you tube to ensure that their style and content aligns with IOR values as above.

- Speakers shall not be engaged who might promote their political views or lobby or attempt to persuade members to join a political party or cause. This does not preclude serving politicians sharing general messages of support for the IOR and its work -however they may not be paid for taking part or claim any expenses.

- Under no circumstances will a speaker be engaged who is likely to or in the past has been involved in breaking terrorism or hate laws in the UK or inciting violence or illegal activity.

4. Policy on payment for speakers

- Speakers on technical programmes will not be paid for giving their talk.
- Non technical “guest” speakers at social events may be paid for at their usual rate provided that sufficient funds are expected to be raised by the event to cover their costs. Reasonable travel costs may be included in this costs. All payments must be approved and authorised by at least 3 IOR members (committee or organising group members) with no business connection to the speaker. Where possible a discount for Charity appearance should be negotiated.

5. Contract and Briefing of speakers

- Clearly communicate the expectations for the speaker's presentation, including format, duration, and any specific topics to be covered
- Speakers must be briefed (both verballing and in writing) so that they understand that their audience is a diverse group of business professionals and their guests, and therefore excessive use of offensive language or stereotypes likely to cause offence eg racist or sexist or in any way discriminatory must not be included.
- No promotion of their business or any other related business or political matter may be included in any speeches.
- Provide a key contact for the speaker if they have queries and guidelines for interaction with the audience and any other relevant details and ensure that a mobile contact number is available for the speaker to ensure they can be contacted in an emergency prior to the event.
- Non technical “guest” speakers must be provided with a written contract to be signed by themselves or their agent confirming details of their speech, date/length, briefing on content and audience, guidance on appropriate content should be provided including payment agreements, type of expenses payable (2nd class travel, cheapest available tickets, if required reasonable hotel costs without the ability to charge extras to room).