



# BCS APSG Guidelines for Speakers

Dear Speaker,

Thank you for agreeing to speak to a meeting of the British Computer Society **Advanced Programming Specialist Group (BCS APSG)**.

BCS is a chartered Institute and one of the leading information technology societies, with over 60,000 members worldwide. The Advanced Programming SG is one of the oldest BCS Specialist Groups (60<sup>th</sup> anniversary in December 2019) and has over 1400 members - most of the members are practicing software engineers or computer science academics. You can find more about our current and past activities at [apsg.bcs.org](https://apsg.bcs.org).

We are unable to offer a fee but will pay reasonable travel expenses. Also, as a sign of our appreciation of your contribution to the BCS APSG activity, we would like to offer you **a gift, a book published by the BCS** – please select from <https://www.bcs.org/more/bcs-bookshop/> (see more in the **Categories** menu).

If you have not done so already, **please send us a Title for your talk, an Abstract, 3-4 Keywords, brief biographical information and a photograph of yourself** for publicizing your talk via BCS website, members Maillist, and our social media accounts prior to the meeting.

Meetings are usually well attended but there are inevitably many members who cannot be present. Therefore, we ask you to provide us with a **copy of your slides in PDF format** before the meeting or, alternatively, a **link to a web site** where the slides may be viewed/downloaded. Our normal practice is to **record and broadcast talks** for the benefit of those unable to attend, and we ask for **your consent** to be recorded on this occasion. Current **recording/ broadcasting platform is Panopto** (based on **MS Windows – no Linux** version as yet).

## **Requirements to the presentations:**

Presentation is expected for about 60 minutes.

**You should own the Copyright of material you present, or have the permission of the Copyright owner to use it. Please confirm in writing or by e-mail as soon as possible that you are willing to give us the right to distribute slides and recordings (if any). Your talk should not include any material that is confidential, proprietary, personal or defamatory. BCS reserves the right to edit recordings which do not meet these conditions.**

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Regarding graphical materials:

- Images/videos of children cannot be used
- Adults images must be appropriately dressed (i.e. not in swim wear, etc)
- Data, Graphs and Images from publications relevant to the presentation can be used as long as they are properly referenced. Images that have commercial Copyrights (images, cartoons, videos, etc) may require legal agreement as well as payments for their use and are not advisable for the use.

Experience suggests that no more than about 30 slides will be needed for a presentation of this duration. Please bear in mind that presentations may be seen by an international audience; use diagrams where possible and always spell out acronyms on first use.

## Procedures on the day of the event:

- Our meetings are held at the BCS London facility - currently in the Davidson Building, 5 Southampton Street, London WC2 7HA, which is very close to The Strand. The nearest Underground stations are Covent Garden and Charing Cross. Registration is from 6.00pm (tea and coffee available). Presentation runs 6:30-7:30pm followed by the questions until ca.7:45pm. This is followed by the informal networking where catering is provided (food and drinks). The end of the event is by ca. 21:00.
- Please arrive by 5.45pm so that equipment can be setup on time. The meeting room is equipped with a digital projector (HDMI input). If you prefer to bring your slides on USB memory stick we can provide a laptop (with MS Windows). If you intend to provide live demonstration **we encourage speakers to bring their own laptop computer** with presentation and/or demonstration - please let us know if you will need an in-house laptop and also of any other requirements you may have.

We look forward to hearing your talk!

Sincerely,

Algirdas Pakštas, DrTech, FBCS, CITP, SMIEEE, MITHS

Chairman, BCS Advanced Programming Specialist Group