

Dermot Turing events

Notes for Event Organisers

This two-page checklist of operational points is designed to ensure a successful event with no last-minute technical or other hiccups. Please look through this checklist and make sure to get in contact well before the event if any of the points are not understood or will cause difficulty.

Chair

- The organiser will ensure that the chairperson for the presentation understands their role in advance of the presentation. The chair's role will always include:
 - Introducing Dermot Turing
 - Managing the Q&A session at the end of the presentation
 - Keeping the session to time and closing the session.
- The chair's role may also be that of interviewer. If the chair is interviewing Dermot Turing it is essential for the chair to contact Dermot well in advance of the event to discuss the structure of the interview.

Logistics – before the day

- The organiser will notify dermot@dermotturing.com of the duration of the presentation, likely audience size, and any particular wishes about content well in advance of the event.
- The organiser will notify dermot@dermotturing.com immediately when the details of the event are published on the organiser's website, and a link will be sent with the notification.
- The organiser will notify dermot@dermotturing.com with the contact details of the person to whom the slide presentation should be sent.
- The organiser will notify dermot@dermotturing.com if the venue's technology cannot support a MS Powerpoint presentation in up-to-date Widescreen (16:9) format. ('Standard' is 4:3)
- The organiser will download the slideshow from WeTransfer before the link expires and ensure that it is loaded onto the organiser's laptop, and tested, before the day of the talk.

Logistics – on the day

- The organiser will provide a projector for the illustrated talk.
- The organiser will provide their own laptop loaded with up-to-date MS Powerpoint software for the talk.
- Any book sales will be organised by the event organiser – see the [separate page](#) on the website which gives further help on how to arrange this.

Legal

- Any contract which the organisers wish to have signed must be sent to katie@readmedia.co.uk and to dermot@dermotturing.com well in advance of the event. We take contracts seriously and do not just 'sign on the dotted line'.
- Contract provisions which involve a transfer of copyright in the presentation will not be accepted.
- Contract provisions which involve an indemnity by the presenter or agent will not be accepted.
- A licence to re-issue the presentation on an intranet will be acceptable. External broadcast publication must be discussed with katie@readmedia.co.uk.

Fees and payment

- Fees will be agreed in advance with katie@readmedia.co.uk. In addition to fees, it is normal practice for event organisers to pay for travel (if the event is outside London) and accommodation expenses.
- An invoice for the appearance fee will be sent by Read Media. Please make sure that any specific formalities required by the organisers (such as special address to which the invoice must be sent, or information which must be included on the invoice) are make known to katie@readmedia.co.uk before the event.
- Payment is due immediately after presentation of the invoice.

Thank you for complying with this, and good luck with your event!