



Irish Photographic Federation

Guest Speaker/Judging Expenses Guidelines & Protocol

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Following queries we have received from clubs about how to determine both how much to pay a guest speaker/judge and what the correct protocols are surrounding visits, we have put together this article with guidelines on appropriate fees and further information to ensure a good experience for all concerned. We understand that each club has its own policies regarding expenses and this document is provided as a guideline only.

Often a speaker/judge will find it difficult to set a fee themselves, so you now have the option of directing them here and checking if they are happy to follow these guidelines and accept the rates recommended by the IPF. The table at the bottom of the page provides expenses for a speaker/judge who is driving. If using another method of transport, they need to be reimbursed appropriately.

Protocol

1. Bookings need to be confirmed in writing/email and should include date & venue involved. Initial contact often takes place over phone, please ensure to follow up in writing to confirm.
2. At booking stage, clubs to agree expenses/fee and meal/accommodation requirements with speaker/judge.
3. If speaker/judge travelling over 100km to reach your venue (one-way), please consider providing a meal/snack on arrival.
4. If speaker/judge travelling over 150km to reach your venue (one-way), please offer local overnight accommodation.
5. Two weeks prior to event, please contact speaker/judge to provide a reminder and directions/meeting point. You also may need to discuss equipment requirements and what facilities the club has available. Will the speaker be showing prints or projected images? If showing a panel of prints, does club have panel boards available? It is the responsibility of the club to supply any equipment required, unless otherwise agreed. Ensure up to date colour calibration on club laptop and projector should guest speaker need their use. Remember that your speaker most likely has presented before and will be happy to give you advice. The same applies to judges and clubs need to talk to them about the format of the competition they will be judging in advance of the event.
6. Please let your speaker/judge know the parking arrangements at your venue and if possible, reserve them a convenient space. Speakers tend to have prints/equipment to carry and would appreciate assistance carrying them.
7. Expenses/fee must be paid to the speaker/judge at the event itself. Cash is often preferred. To avoid potentially embarrassing the speaker/judge at the event by asking about what to pay them, please ensure this is agreed in advance at time of booking.
8. The speaker/judge is your guest and should be accorded with good hospitality at all times. Perhaps a cup of tea/coffee on arrival and a chat with one or two committee members would help make them feel welcome before they begin.

9. Don't forget to say thanks! A formal vote of thanks is customary following the conclusion of the event.
10. A follow up email/letter a few weeks after the event from the club to say thank you and to provide the speaker/judge with comments from members is also something to be considered.
11. Note: When booking guests from overseas, their air/ferry fare needs to be factored into costs.

Expense Guidelines

Round Trip Distance (km)	Travel Expenses	Lecture/Judging Fee	Total Amount Due
Up to 40km	€10	€40	€50
41-60	€15	€40	€55
61 -80	€20	€40	€60
81 -100	€25	€40	€65
101-120	€30	€40	€70
121-140	€35	€40	€75
141-160	€40	€40	€80
161-180	€45	€40	€85
181-200	€50	€40	€90
201-240	€60	€40	€100
241-280	€70	€40	€110
281-320	€80	€40	€120
321-360	€90	€40	€130
361-400	€100	€40	€140
401-440	€110	€40	€150
441-480	€120	€40	€160
481-520	€130	€40	€170
521-560	€140	€40	€180
561-600	€150	€40	€190