

Irish Photographic Federation

Lecture / Judging Expenses Guidelines

Effective from May 2019

Round Journey Distance Km	Travel expenses	Lecture/ judging fee	TOTAL TRAVEL +FEE
Up to 40km	€20	€50	€70
40-60	€25	€50	€75
60 -80	€30	€50	€80
80 -100	€35	€50	€85
100-120	€40	€50	€90
120-140	€45	€50	€95
140-160	€50	€50	€100
160-180	€55	€50	€105
180-200	€60	€50	€110
200-240	€70	€50	€120
240-280	€80	€50	€130
280-320	€90	€50	€140
320-360	€100	€50	€150
360-400	€110	€50	€160
400-440	€120	€50	€170
440-480	€130	€50	€180
480-520	€140	€50	€190
520-560	€150	€50	€200
560-600	€160	€50	€210

NB. If a judge is asked to prejudge as well as judge and extra fee should be agreed by both parties.

Judge / Lecturer booking protocol

1. After the initial booking a club should confirm booking in writing / email. A reminder text or email should be made to judge 2 weeks before lecture / judging.
2. Club in advance should agree expense / fee and meal /accommodation requirements with lecturer / judge.

3. After a single journey of 100km the judge/ lecturer should be offered a meal/ snack on arrival.
4. After single journey of 150km or more the judge / lecturer should be offered local accommodation.
5. Club should send a reminder to lecturer / judge 2 weeks before event giving clear directions to venue / meeting point. The club should discuss with lecturer what equipment is needed for the event and what facilities the club has available. The club must ascertain and supply equipment required unless otherwise agreed.
6. The club should provide reserved parking close to venue and club members should give lecturer a hand to bring in prints and equipment.
7. Expenses / fee must be paid to lecturer / judge on the night. Cash should be offered rather than a cheque. Do not embarrass guest by asking what expenses are on the night. Expenses are clearly given in table above or agreed in advance.
8. The judge / lecturer is your guest and should be accorded good hospitality.
9. A formal vote of thanks should be made on the night.
10. A follow up thank you letter within 2 weeks of the event should follow from the club.

When booking high profile guests from UK or elsewhere do check in advance what their lecture fees are and what their air/ ferry costs are in addition to above protocol.