

2. The club members will feel that 'things run smoothly' and will have confidence in the club officers.
  3. The club members will not hesitate to invite friends and fellow enthusiasts (potential members) to visit the club.
  4. The work of the Syllabus Secretary will be made easier.
- If much has **not** been done well:
1. The club may experience difficulty in booking the speaker again.
  2. The speaker will not recommend his friends to visit the club.
  3. A 'trade' lecturer will put in an adverse report to his sponsoring company.
4. The Syllabus Secretary will find his work increasingly difficult so that eventually the formation of a comprehensive and interesting programme is impossible.
  5. The members, especially those who through experience of well-run bodies are familiar with correct procedure, will find the Club atmosphere uncomfortable. They will hesitate before inviting friends to visit or join.
  6. Those who do visit the club will be deterred from applying for membership.
  7. As the syllabus deteriorates the membership declines until eventually there is no need for a syllabus for so few attend meetings. When this stage is reached the club is in danger of becoming defunct. A sad and so unnecessary story.

#### OTHER PHOTOGRAPHIC ALLIANCE LEAFLETS

1. Club Rules and Organisation
2. Planning Your Programme
3. Club Competitions
4. Running an Exhibition
6. Are **you** in the Year Book?
8. Fair play for Transparencies
9. Focus on the Alliance

For further copies of this or any of the above Leaflets please apply to your regional Federation Secretary.

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#### THE PHOTOGRAPHIC ALLIANCE OF GREAT BRITAIN

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# THE CONDUCT OF PHOTOGRAPHIC CLUB MEETINGS

This leaflet is intended as a guide to the conduct of regular meetings of photographic clubs and societies (hereinafter referred to as clubs) on normal club nights.

For business meetings such as A.G.M.s and other meetings there is a leaflet available entitled "Club Rules & Organisations".

#### NOTICE OF MEETINGS

This is usually achieved by a printed programme or syllabus card issued to all members at the start of the club year and to all new members on joining the club. If properly planned they are also a useful means of advertising the club through local photo shops, etc.

The programme must show the date (including the day) time and venue of all meetings, also the function of the meeting, e.g. lecture, demonstration, competition, etc. It should also include the name and address and telephone number of the Club Secretary and such other officers of the club as may be thought necessary. It can also usefully have some details about the club.

Where an outside lecturer is to visit the club the title of the lecture, together with the lecturer's name and any qualifications he may care to use should be shown. In addition, where appropriate, the name of the sponsoring body should be mentioned.

#### INVITATIONS and bookings

Invitations should normally be sent direct to the judge or lecturer, although for trade lectures in some cases the request should go to the sponsoring company.

It is advisable to prepare the programme 12 to 18 months ahead as the more popular lecturers will be booked up for at least this period ahead.

In selecting names from a Federation Handbook it is essential that the **current** handbook should be used (lecturers may have died or asked for their name to be removed and in such cases your request would be unwelcome).

Be reasonable in your requests. Do not expect a lecturer to travel 100 miles for an audience of 20 persons for instance.

Invitations should be in writing and a stamped addressed envelope must be enclosed.

The following points should be included in the letter:-  
 Your name, address and telephone number.

The address at which the lecture is to take place.

The time of commencement of the meeting and the time of commencement of the actual lecture.

The title of the lecture sought or details of the competition

to be judged, etc.

An offer of a meal.

An offer of out of pocket expenses. It is advisable to ask the lecturer for an estimate of his possible expenses, particularly if you are making the request from a non-federation lecturer.

A request as to what equipment the visitor will require to be provided by the club.

Alternative dates should be offered if possible.

If asking a lecturer to travel a long distance it is a courtesy to state the number you would expect for an audience and offer overnight accommodation if appropriate.

The use of the PAGB's Booking and Reply Form is to be recommended.

#### CONFIRMATION

Do not consider any booking as firm until you have written acceptance.

It is not necessary to confirm the booking with the lecturer but it is **essential** to send a **reminder letter** (not a telephone call). This should reach him 4 to 7 days before the date of the talk, and should give the following information:

Date of lecture, (or demonstration, judging, etc.)

Title of lecture.

Time meeting place will be open and time actual lecture is to commence.

Your telephone number.

A telephone number of the meeting place or a number for the lecturer to use in case of a last minute hold up.

A *sketch map* showing how to find your meeting place remembering that it is usually the last few hundred yards that cause difficulties.

Details of parking arrangements (if appropriate).

Details of travel arrangements if travelling by public transport, and by whom and where he will be met (if appropriate).

Time and place meal arranged (if appropriate).

The equipment you will have available for him (as requested in his letter).

This letter, and possibly the invitation letter, can conveniently be duplicated or photostated with the appropriate sections filled in by hand, or see PACGB's forms.

If the visitor does not receive the reminder letter he would be within his rights not to make the visit.

### THE MEETING PLACE

Arrangements should be made that the meeting place is organised for the visit in good time. Chairs must be in place and the equipment requested by the lecturer should not only be in place but ready to use.

### For slides

The projector should be lined up and focused and when slides are to be shown it is important that the room should be well blacked out. Optimum quality on the screen can only be obtained in a fully darkened room. Stray light on the screen cuts down contrast and detail and even the finest slide will look poor under such circumstances. It is not fair to the visitor or to yourselves to allow this to happen. If it is not possible efficiently to exclude stray light in the summer months, slide talks should be restricted to the winter evenings. If black-out is a permanent problem you may be well advised to look into the possibility of getting a special "daylight" screen or for using back projection with the special grey screen material that is made for this purpose. In an emergency it is best to have a smaller and brighter picture by moving the projector nearer to the screen.

### CARE OF THE VISITORS

The visitor should not only be met but help should be made available if required with his equipment. The Treasurer, or his deputy, should ascertain from the visitor his out-of-pocket expenses. As far as possible these should be reimbursed in cash and on the spot. (Your cheque is not much use to him if he wants to fill up with petrol on the way home). A receipt should not be asked for. If a visitor declines expenses it is a courtesy to give him what you would consider a fair amount, having regard to distance travelled etc. Remember that your members have had the benefit of his visit and there is no reason at all why he should give his time free and then be out of pocket even by a few coppers. Club subscriptions should be geared to such an arrangement. The only exception to this is sponsored lectures where the sponsor will probably pay some of such expenses, but even in these cases it is a courtesy to ask, as in some instances some other expenses may be payable.

After the meeting a letter of thanks should be sent to the lecturer, judge, etc. If the lecture is a sponsored one, a letter of thanks to the sponsor is a courtesy. If you do not know

where to send this your speaker will be able to advise you.

### EQUIPMENT

Most lecturers will expect a club to be able to provide some equipment. A **slide projector** for 2" x 2" slides is the most used. Preferably this should have a reasonably long focal length lens so that the projector can be towards the back of the room. A screen of reasonable size should also be provided. A matt white surface is probably best as it is more likely to give a bright picture across a wider angle of view. Great care should be taken that the projector does not damage slides because of heat. It must be remembered that in competitions slides can often be left in the projector for quite long periods. On no account should projectors be tampered with to increase light output. It is much better to have a smaller bright picture than a large and dim one. Extension leads should be available both for the club's projectors and for use by visitors. A firm projector stand should be provided. A spare lamp should be to hand and also a projectionist familiar with the equipment to show the slides.

The projectionist would normally be appointed for this job and would arrive early in order to check the blackout screen and projector and have all in working order before the lecturer arrives.

A focusing slide should also be kept in the gate of the projector. This will not only facilitate focusing and setting up the projector but will avoid leaving the lecturer's last slide in the gate. The projectionist should introduce himself to the lecturer soon after the latter arrives and ask for any special instructions concerning projection. After the talk the projectionist should return the slides neatly stowed as given to him by the lecturer.

A silent signalling device should be provided for indicating slide changes. A small battery operated lamp with a long lead and bell push for the lecturer is usual.

The projectionist is there not only to project the slides efficiently but also to protect them. If a slide starts to show signs of suffering from heat or condensation it should immediately be removed from the gate even if the judge is talking about it at the time.

"Lanterns" for the large 3¼" slides and even 2¾" are not now normally called for and any lecturer using these sizes of slides would normally bring his own.

### For prints

An illuminated easel is required. This should be large enough to accommodate a mounted print, say 24" x 20" both vertical or horizontal. Complicated arrangements for holding the prints are to be avoided. A ledge on which to

place the print and a slight backward cant to the board is adequate. The background should be a neutral colour, black or grey being the most common. White is to be avoided. The lighting should be even but the lamp(s) should be arranged so that they do not impede the lecturer or judge, or dazzle him. A spot light from a distance and above the print will give both even light and an unobstructed access to the easel. Care should be taken that the lighting arrangements are such that a glossy print does not show reflections to anyone in the audience.

If possible the lighting should be a 'colour matching' or similar 'daylight' type lighting so as not to disadvantage the colour prints.

### CHAIRMAN'S DUTIES

The Chairman should ensure in advance that the reminder has been sent to the visitor and that his requirements as to equipment have been met. He should see that someone is on hand at the meeting place to take care of the lecturer, help carry any equipment and generally look after him. The Chairman should familiarise himself with the visitor's qualifications, his standing in photographic affairs and his particular field of interest and also the title of the lecture so that he may properly introduce him to the meeting. If he does not have all this information he should ask the visitor to provide it. It is also a courtesy to ask how the visitor would like to be addressed — either using his Christian name or more formally. Do be sure that you have his name correct.

The Chairman should also ensure that the **meeting starts on time.**

### INTRODUCTION

The Speaker should be seated and the chairman should stand to make the introduction. Although it is not necessary, or indeed desirable, to be stiff and formal in the introduction it should always be respectful and deferential. Remember your visitor has given up his evening to entertain you and should be treated courteously at all times. The Chairman's speech should be short and should give all the particulars mentioned above with any other useful details added and should always end with the Chairman presenting the speaker to the audience **by name.**

Club Announcements are best left until the close of the meeting but in some instances it may be suitable to have these at the beginning, e.g. whilst the judge is looking through entries for a competition.

If refreshments can be served at the end of the meeting this is desirable, but where it is necessary, for domestic reasons, to have a break during the meeting the lecturer

should be consulted beforehand and the break arranged to suit his talk. Such a break should be short and the Chairman should call the meeting to order and then hand over to the lecturer at the end of the break.

### QUESTIONS

If the meeting is to be followed by questions the Chairman should rise at the end of the meeting and say a very few words of appreciation of the talk and throw the meeting open to questions. At the end of the questions (or if necessary the Chairman should interrupt these in order to bring the meeting to a close) he should rise and ask a previously detailed member to propose a vote of thanks. The Chairman should be careful in his remarks of appreciation not to 'steal the thunder' of the person who is to propose the vote of thanks. If the Chairman himself gives the vote of thanks it is not necessary for someone else to introduce him.

The Club Announcements should be given after the vote of thanks and the final announcement by the Chairman should be to thank members for their attendance.

### TAPED LECTURES

With tape recorded or cassette lectures there is no visitor, but the Chairman should still call the meeting to order and introduce the lecture. It is also desirable that the Chairman should wind up the meeting by expressing to the audience appreciation of the lecture.

The tape recorder or cassette player should be in guaranteed good working order and be operated by an experienced person. The sound should be relayed through an extension speaker and if necessary a supplementary power amplifier should be used. The slides and tape must be treated carefully and returned promptly well packed and in good condition. A letter of thanks should be sent.

### LECTURES BY MEMBERS

Members who talk to the club should be accorded the same courtesies as a visiting lecturer.

### FOR PRINT COMPETITIONS

A member should be at hand to call out titles and put the prints on the easel for the judge.

### FOR SLIDE COMPETITIONS

The projectionist or some other person should perform a similar duty.

### THE OUTCOME

If all has been done well:

1. The speaker will be pleased to have made the visit, will be willing to accept future invitations and will inform his fellow lecturers of the courteous treatment afforded him.