

SIMPSON HALL HIRING AN EXTERNAL SPEAKER GUIDELINES

Charitable objectives – The Simpson Hall is a space where the local community can connect, learn, explore and find meaning.

Purpose - To provide assistance for the hiring of external speakers at the Simpson Hall so that the experience is fulfilling for the speaker & attendees whilst not conflicting with the charitable objectives.

- 1. Selection:** The speaker must not undermine the values & objectives of the Simpson Hall. Trustees should make every effort to “research” the potential speaker’s suitability (experience, qualifications etc) & appoint an event facilitator.
- 2. Booking:** The facilitator to provide the speaker with a written agreement which should include acceptance, confirmation, fee, travel arrangements, cancellation, IT equipment availability, content details, feedback method & any other information relevant to the session (e.g. media involvement). A copy of this agreement plus acceptance confirmation should be sent to the Chair of the Trustees by the facilitator.
- 3. Event management:** The facilitator (or deputy) should make the introduction, maintain the relevant Health & Safety policies, ensure the session runs smoothly, close the event & obtain feedback.
- 4. Post Event:** Facilitator to provide feedback directly to speaker & to Trustees via the Chair of the Trustees for discussion at next Trustee meeting. If a fee is required, the Treasurer should organise this.
- 5. Additional considerations:** Actively seek speakers from diverse backgrounds & perspectives to reflect the local & wider communities. Increase accessibility for attendees with disabilities. Maintain financial transparency.
- 6. Review:** Annually or, as needed, to reflect new legislation, best practice or Simpson Hall priorities.