



Norfolk Federation of WIs

Charity Number: 1201046

Speakers Policy

1. Speakers will be listed as Approved Speakers in the Federation's Yearbook at the Board of Trustees' discretion.
2. Speakers will be Approved following a successful audition.
3. Travelling expenses and fees will not be paid to those attending an audition.
4. Speaker fees and mileage rates (where charged) cannot be increased once the Yearbook has been published, unless prior written consent has been received from the Federation Secretary.
5. If Speakers have a Cancellation Policy they must advise the WI of the terms when initially approached. Speakers should also provide the Federation Office with a copy of their Policy.
6. Where appropriate Speakers should provide their own equipment (projectors, screens, microphones, extension cables, etc.), as not all WIs have access to such equipment. If any equipment is required they should advise the WI when initially contacted.
7. If Speakers wish to sell any products following their talk, WIs reserve the right to request a 10% donation on total sales.
8. If three complaints have been received by the Federation Office from three different WIs, the Speaker will be temporarily removed from the Yearbook and WIs informed accordingly.
9. In the event of three complaints, the Federation Secretary will inform the Speaker of the complaints and advise them that they can apply to re-audition.
10. The Board of Trustees reserves the right to amend this Policy at any time.

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Evelyn Suffield House 45 All Saints Green Norwich NR1 3LY

Tel: 01603 624580

fedsec@norfolkwi.org.uk

www.norfolk.thewi.org.uk

