

# TERMS FOR EVENT SPEAKERS AND FACILITATORS



These are our standard terms. We will programme and proceed with the event on the understanding that these terms are acceptable to you unless you tell us otherwise. If you would like to discuss any variation to the terms below, please contact our Head of Events, Sophia A Jackson: [sjackson@societyofauthors.org](mailto:sjackson@societyofauthors.org).

We take the right to record our events for the specific purposes set out under clause 8 below. However, we appreciate that some authors are not happy for their live performances to be recorded. If you are not willing for your event to be recorded, please let us know at the outset.

## 1. Booking

Our booking with you will be for a personal appearance by you (the 'Contribution') on the agreed date for a fee to be agreed in the booking invitation. The event content and details will be in the booking invitation.

The event could be:

- 'In-person': held in-person in a physical venue.
- 'Hybrid': both in-person in a physical venue and online.
- 'Online': an event with a live audience that is presented online.

As well as your attendance at the event we may ask you to attend a run through or speak to the chair, moderator and other panellists or event participants before the event takes place. The fee we offer includes such participation.

## 2. Biography and photo

We will ask you to send us a high-res photo and short, 50-word biography at the time of booking. Please ensure that these are sent promptly. It is your responsibility to obtain permission from the photographer. We are happy to credit the photographer. Please let us know their name. Your biography may be abridged but will not be amended without your consent. Your photo and biography will be used to promote only this event and the SoA.

## 3. Artificial Intelligence

We will not knowingly use or grant others the right to use your name, voice, image, likeness, or any other identifying data nor any part of your contribution to the event in any manner which could help the machine-learning or training of generative artificial intelligence (AI) technologies.

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We will not knowingly use or allow the use of generative AI in association with the production of the recording. We ask you to let us know if your Contribution includes any AI-generated or AI-assisted content.

AI is a rapidly developing and rapidly changing phenomenon and if you have queries or concerns about AI in connection with the event, please let us know. You might also like to see further information on [our website](#).

## 4. Accessibility

We request that you please let us know at the time of booking of any access needs, medical conditions or dietary requirements that will impact your participation in our events. We will do our best to meet your needs. We support the [Inklusion Guide](#).

## 5. Payment

We will pay you our fee, as set out in the booking invitation, plus expenses in line with our expenses policy. We do not offer a fee if you are participating in an event as part of a salaried role.

We will pay you within 30 days of the date of your invoice.

If you are VAT registered, let us know your VAT number.

Our speaker fees for 2022-24 are as follows (effective from 1 April 2022).

### Main rates for talks (1-1.5 HOURS)

- Professional Development / Workshop presenter: £250
- Keynote/principal speaker rate: £200
- Panellist fee: £100
- Event chair fee: £135

### In-person seminars and workshops (up to 3 hours)

- £250 for the first hour then £100 per hour for subsequent hours up to 3 hours. Maximum £450 + VAT
- and expenses, depending on specific details.

### Short readings

- Short readings would usually be from poets/performers without a talk/panel discussion element attached.

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- Stand-alone performance: £50 (for up to 15 minutes), then £12.50 per 5 minutes (equates to £150 per hour) up to a maximum £100 panel fee for performers or up to £200 for a sole performer.

## 6. Invoicing

Please send us your invoice by emailing [sjackson@societyofauthors.org](mailto:sjackson@societyofauthors.org) and [finance@societyofauthors.org](mailto:finance@societyofauthors.org) as soon as possible after the event including the details listed below so that we can process it promptly. Payment may be delayed if we do not have all the necessary information:

- The date of the invoice
- Your name and address
- The SoA's name and address: 24 Bedford Row, London, WC1R 4EH
- Date and title of the event
- The name of the SoA member of staff who contracted the work
- Your own invoice number or reference number
- The fee
- Any agreed expenses
- Your VAT number and VAT listed separately (if you are VAT registered)
- Your bank details (account name, account number, sort code), even if we have paid you before. We do not store your bank details for data protection reasons.

## 7. Cancellation policy

a) Our cancellation policy is as follows:

- If you cancel, we will not pay your fee or expenses.
- If you are unavoidably prevented from reaching the event by weather or any travel-related incident outside your control, we will not pay you the fee but we will pay your pre-booked expenses. We will consider rescheduling the event (subject to paying you the standard fee) where appropriate, but this may not be possible.
- If the SoA cancels more than six weeks before the event, we will pay 50% of the full fee and all pre-booked expenses.
- If the SoA cancels less' than six weeks before the event, we will pay the full fee and all pre-booked expenses.

b) If you are unable to participate in an Online or Hybrid event because of your own technical difficulties, we will not pay you the fee but we will consider rescheduling the event. If the SoA experiences a technical difficulty that prevents your participation, we will pay you the full fee.

## 8. Recording

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We reserve the right to record your event for certain specific purposes:

- to use limited extracts of no more than five minutes from the recording to publicise the work of the SoA, for example on our website or in our end of year celebration video (streamed at our Annual General Meeting and available afterwards on our website);
- for an audiovisual version made available on our [Vimeo channel](#) and/or on the SoA website, on a free-to-view basis;
- for an audio version available as a podcast on a non-commercial basis on various podcast hosting platforms.

If you are happy for us to record the event, please note:

- a) The fee we offer includes the rights sought in the recording.
- b) You retain copyright in your Contribution – we will not edit your Contribution without your express consent, and we will credit you as the copyright owner. You hereby assert your moral right to be named as author. We will check how you would like to be credited.
- c) You grant the SoA a non-exclusive licence to store and display the recording including your Contribution and make it available to members and the general public in whole or in part for non-commercial purposes via our Vimeo channel or website or as a podcast available on various podcast hosting platforms. The recording will be available for one year from the date of the event. After that date we will continue to make it available unless you tell us otherwise.
- d) Please do not include any third-party copyright material such as quotations, images or audio extracts from other sources in your Contribution unless you have obtained permission from the rights holder for that material to be included in the recording.
- e) Please tell us if your Contribution includes any third-party copyright material and, if so, if you have secured permission for it to be included in the recording or whether it will have to be removed.
- f) You own the copyright in the content of your Contribution. The SoA owns the copyright in the recording. We will send you a link to the recording and if you would like to include it on your own website, please let us know. We are normally happy for you to do so, providing you credit the SoA as copyright holder of the recording.
- g) We will not knowingly use or grant others the right to use your name, voice, image, likeness, or any other identifying data nor any part of your Contribution in any manner which could help the machine-learning or training of generative artificial intelligence technologies.

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## 9. Photography

Please be aware that during our Hybrid and In-person events:

SoA staff might take photographs to be used to promote the work of the SoA (including on our website and social media) but not to be exploited commercially;

We would generally not forbid the audience at an event from taking photographs if they so wish.

We appreciate that some authors are not happy to be photographed at an event. If you are not willing to be photographed, please let us know at the outset.

## 10. Liability

We are unable to accept responsibility for any loss or damage to your personal belongings at in-person events. Please read our general event terms and conditions for attendees:

<https://www2.societyofauthors.org/legal-privacy/event-terms/>.

## 11. Professional values

In all of the SoA's work including our events, we adhere to the Industry-Wide Statement on [The Book and Publishing Industry's Professional Values](#) and we encourage everyone in our industry to model.

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[www.societyofauthors.org](http://www.societyofauthors.org)

Chair Vanessa Fox O'Loughlin  
Chief Executive Anna Ganley

The Society of Authors is a company registered in England No. 00019993 and an independent trade union.