

## Speaker Code of Behaviour and Declaration

### All Speakers must:

- **be knowledgeable** – speakers must have an in-depth and broad knowledge of the subject. They must be able to provide examples for attendees to illustrate points/views/methods.
- **have experience** – there is nothing better than lived experience, which in turn enables confident answers to attendee questions.
- **inspire and engage** – we want all the workshops to invigorate, inspire and energise the attendees. Attendees want to take part in the workshop, not just stare at a screen listening to a presenter read from their slides.
- **not sell products or services** – A good workshop will demonstrate problem, action and result and attendees should have some great tips or actions they can ‘takeaway’.
- **behave in a courteous and respectful manner** towards others at all times. They must maintain a professional demeanour, conduct and refrain from improper language. Behaviour such as harassment, sexual harassment and bullying, will not be tolerated.

### We ask that Speakers:

- use our PowerPoint template which includes our logo. Slides should be easily legible and professional in appearance.
- rehearse their presentation and ensure it can be completed within the timeframe. Ensure you have the right camera, lighting and audio equipment for a professional look on screen.
- dress in casual business attire.
- are not political. We ask that you refrain from biased political views, please ensure a balanced representation of perspectives to reflect our community’s diversity.
- give as much notice as possible if you are no longer able to present your workshop.

### Presentation and Recording

We will ask for your permission to share recording/slides before making the workshop recording and presentation available through the members area of our website.

### Equality, Diversity and Inclusion

We are looking for speakers from all walks of life and are particularly committed to increase the diversity of our speakers including those from different ethnicities, disabilities and identities.

### Shortlisting and final selection

The Hospice Income Generation Network is committed to being open and transparent in all that we do. We are working towards being clearer in how we recruit speakers, how they are selected and how much we pay. The selection process for speakers at this virtual conference will be judged on content, budget and equality and diversity.

- **Content**
  - Relevance – addresses needs, challenges and opportunities we face today
  - Audience – explain who is the target audience and their level of expertise
  - Content – visionary, concise and compelling
  - Engagement – creative and innovative ways to interact with the audience
  - Takeaway – practical ideas for attendees to implement
- **Budget**
  - We have an overall set budget to spend on speakers. The total cost of all speakers will be a factor in our decision-making process.
- **Equality and Diversity**
  - All applications are anonymised prior to shortlisting, thus making the content the first priority.



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### **Declaration**

We require all speakers to agree to the following declaration:

- I have read and understood the statements above
- I hereby agree to abide by the standards of conduct required

I declare that:

- I am not currently suspended due to an investigation by the Chartered Institute of Fundraising (CloF)
- I have not previously been found to have violated any of the behaviours in the CloF Code of Behaviour
- I have not received sanctions by the CloF which prevent me from participating in their events/training

In the event of violation of this Code of Behaviour I accept that:

- My organisation (if relevant) and the Chartered Institute of Fundraising may be notified of the violation
- Support may be withdrawn from me to attend the event, and I may not be invited to future events
- The Hospice Income Generation Network is not liable or responsible for any legal actions brought against me and I will be responsible for all legal costs in such circumstances

### **Conference 2023**

The conference will be virtual once again so we can reach far more of our members across the UK than if we hold a physical event. The three-day event will be held from Tuesday 14 to Thursday 16 March 2023.

If you would like to facilitate a workshop or plenary session, please complete our [online application form](#).

We look forward to hearing from you.

Trustees

Hospice Income Generation Network