

## **Briefing Guide for Speakers**

**Thank you for agreeing to present at our next Suffolk & North Essex Occupational Safety Group (SNEOSG) meeting. The following notes will hopefully provide you with a guide on our membership, the venue and meeting arrangements:**

### **SNEOSG Members**

Our membership comprises of approximately 30-40 organisations, these are from the public and private sectors. They include Local Councils, Blue Light Services, Leisure, Waste management, Social Care, Transport, Education and many more.

In attendance you can expect a varied knowledge of health and safety. Some members represent their company as health and safety professionals, but often health and safety will only be part of their role. They are a friendly group so you will be in good company!

### **Monthly Topics**

The annual programme for SNEOSG monthly meetings is normally organised each July. Members are invited to propose topics and speakers with the aim of enhancing knowledge or insights into health, safety or environmental issues. The Committee then finalise the annual programme and formally invite our guest speakers.

### **Venue**

SNEOSG meet at the Ipswich & District Indoors Bowls Club, 136 Rushmere Road, Ipswich, IP4 4JU

The entrance is set back from the pavement - drive slowly so you don't miss it. There is ample, free car parking available. Once inside the building, you will see the bowling lanes on your left. Walk straight to the far end. Committee Members will be in one of the two far end rooms or in the restaurant.

### **Timings on the Day of the Meeting**

Group Members of SNEOSG meet on the third Thursday of each month, with the exception of the date of their Annual Seminar and the month of August. SNEOSG Committee Members meet at the venue from 10.00am, prior to the Group meetings. The Committee meeting normally concludes by 12.45 pm. The committee then break for lunch often in the restaurant at 1.00pm, you would be very welcome to join us and get to know the committee. This will give you an opportunity to meet the Chair, Administrator and various other SNEOSG Committee Members over lunch prior to setting up.

### **The order for the Group meeting is as follows:**

- 1.45 pm - Guest speaker sets up
- 2.00pm - Chair opens meeting, announces the afternoon agenda and introduces the guest speaker
- 2.05pm - Presentation by guest speaker

- 3.00pm - Break for refreshments and networking
- 3.15pm - Comments, questions & answers on presentation
- 3.30pm - Chair completes agenda
- 4 pm - Meeting closes

### **Your Presentation**

Please bring your presentation with you on a memory stick or CD / DVD.

As a guide, our speakers normally present for about an hour using a prepared powerpoint presentation and/or appropriate props. Please use a font size and colour which is readable in normal light conditions. We have found that interactive sessions are well received. Whatever your topic, practical examples (the good, the bad and the ugly!) are always appreciated as are any demonstrations of effective operation, if this is practical ... and of course safe!

### **Attendance**

Around 20-30 people attend each meeting. If you would like to bring samples or relevant giveaways along, you are welcome to do this but please remember that your presentation is not a 'sales' pitch for business. Our speakers normally include sources of additional information and contact details on their last slide, should our Members wish to explore a topic further or contact the speaker afterwards.

### **Media**

We will ask for your permission to post your slides onto our website to share with our members. This area is not currently secure and so the information will be within the public domain, so should you wish to submit an edited version of your presentation then please feel free. If there is any material that you do not wish to be shared, please make this clear to the Group Administrator.

### **SNEOSG Website**

Our website has recently undergone re-development and contains much useful information regarding the group and it's history. We also have our membership details there and would welcome you to join us as members should you feel this will benefit your business. Please contact our Administrator if you would like further information.

### **Audio Visual Equipment**

Please confirm your requirements with your host representative or the SNEOSG Administrator. The meeting room has a screen and a projector. We can provide all AV equipment and support to any presenters who are technophobic! If you have any other questions or are delayed on the day of the meeting..... please do let us know.

We look forward to welcoming you!