



# Midland Geotechnical Society

## Information for Speakers

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Rev 06

Date:

October 2010

**The Midland Geotechnical Society**

Registered Charity No 514610

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# 1 The Society

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The Society was formed in 1954 and since this date has been extremely successful at providing an independent forum for geotechnical engineering in the Midlands. Membership stands at about 250 members, the majority of whom are practising engineers. Attendance at the meetings averages about 75 with some meetings attracting over 100 people.

The subscription of the Society is £10 and while unfortunately this does not enable a fee to be paid to speakers, their expenses for travel and accommodation can be met if required, and it is usual for the committee to take the speakers for a meal after the meeting.

## 2 Meeting Arrangements

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### 2.1 The Convenor

The committee will have appointed one of their number as Convenor for the meeting. The Convenor will ensure the smooth running of the evening and well before the meeting will liaise with the speakers, keeping the speakers informed and answering any enquiries. The Convenor will meet the speakers on arrival.

Should the speakers have difficulty in contacting the Convenor, they are welcome to contact the Treasurer, Secretary, Chairman, or other committee member whose details can be found at

<http://www.midlandgeotechnicalsociety.org.uk/committee.shtml>

### 2.2 Meeting Details

Meetings are generally held in the Haworth Lecture Theatre of the University of Birmingham. Meetings are normally held on the first Monday in the month and start at 7.00pm. A map of the University is included in Appendix A. Occasional meetings are held elsewhere – confirmation of location and directions to other venues can be found at

<http://www.midlandgeotechnicalsociety.org.uk/meetings.shtml>

***The presentation should be of 50 to 60 minutes duration and finish by 8.15pm. There will normally be about ten minutes taken up at the beginning of the meeting for the Chairman to make announcements and to introduce the speakers. There will be time for questions and discussion before the close of the meeting at about 8.30pm.***

### 2.3 Travel & Accommodation

Speakers are asked to arrive by 6pm on the day of the meeting. This is to allow sufficient time for them to be shown to the lecture theatre, and set up their equipment. There will also then be the opportunity for refreshments (in



the Shell Lounge of the Civil Engineering building, if at the University of Birmingham) before the lecture begins.

Should an overnight stay be necessary, the Society can arrange accommodation. As stated previously, the Society will pay expenses associated with travel and accommodation. ***Please notify the convenor if you require accommodation.***

Reimbursement of travel expenses can be made either through the convenor or directly with the treasurer after the event. Please provide details either the mileage (paid at 25p per mile), if travel was by car or provide train, bus, or taxi ticket or receipt. We encourage people to travel by public transport where possible. Please also confirm where you would prefer the cheque to be posted to.

## 2.4 Sponsorship

The MGS offers company sponsorship of the lecture series, to enable costs to be met whilst maintaining a low membership fee. Each lecture is sponsored by a Patron sponsor who may display a trade stand outside the lecture theatre. The patron sponsor is also invited to give the vote of thanks at the end of the lecture. Details of the sponsors are given at

<http://www.midlandgeotechnicalsociety.org.uk/meetings.shtml>

## 3 The Meeting

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### 3.1 Presentation Facilities

University facilities are available including a digital projector with CD-Rom drive and USB socket for memory stick and facility for lap top connection, a remote controlled 35mm slide projector, and an overhead transparency projector. A 16mm sound film projector is available but speakers intending to show films are asked to notify the Convenor beforehand. A technician can be provided if necessary, dependent on the form of media to be used for the presentation. Appendix B provides further information.

For presentation facilities at other venues please contact the convenor.

### 3.2 Synopsis

***A short (100 to 150 word) synopsis of the lecture together with a brief CV of the Speaker should be provided at least 4 weeks before the meeting, in time for it to be circulated to members of the Society with the notice of the meeting.***

Members of the audience often ask for a list of references quoted in the lecture, and for copies of design charts when these have been shown. These can be provided in the copy of the presentation posted on the website after the meeting (see below). We discourage the use of



photocopying material for the audience to avoid wastage and minimise costs.

### 3.3 Record of the Meeting

The Society would like the opportunity to provide a copy of the Speakers presentation on the MGS website for reference purposes. ***If the speaker could provide an electronic copy at the time of the lecture, it would be appreciated, so that the presentation can be converted into pdf format for posting on the website.*** The version provided for the website can be modified to remove any sensitive slides or film footage (to reduce file size) if appropriate.

Should the Speaker for any reason not wish for the presentation to be posted on the website, a meeting report may be taken during the lecture for the record.

**Finally we would like to thank you for your time and effort in supporting the Midland Geotechnical Society by making this presentation.**



# Appendix A

## University Map



**The Haworth Building is numbered 12 on the map. For details on getting to Edgbaston Campus please visit <http://www.about.bham.ac.uk/maps/edgbaston.shtml>**



# Appendix B

## Haworth Lecture Theatre Details

### 101 Haworth Lecture Theatre, Chemistry Building

#### Seating

- Number of Seats: 383
- Type of Seating: Fixed, Tiered

#### Boards and Screens

- Chalk Boards: 0
- DryWipe Boards: 1
- Projection Screens: 1

#### Other equipment

- 35mm Slide Projector (2)
- Amplifier (1)
- Cassette Player (1)
- Fixed Microphone (1)
- Internet Connection (1)
- Laptop Connection (1)
- Lectern Macintosh (1)
- Lectern PC (1)
- OHP (2)
- Radio Microphone (1)
- VCR (1)
- Video Beam Projector (1)

