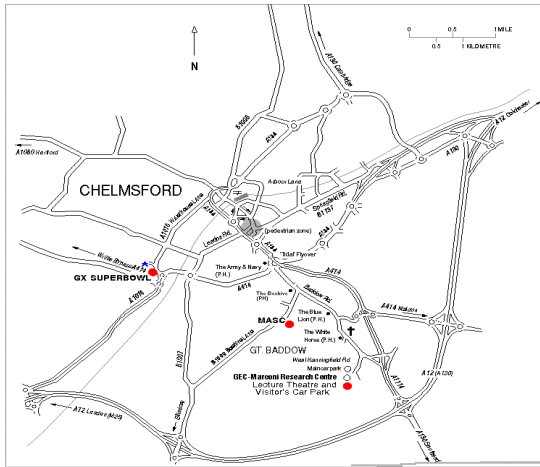
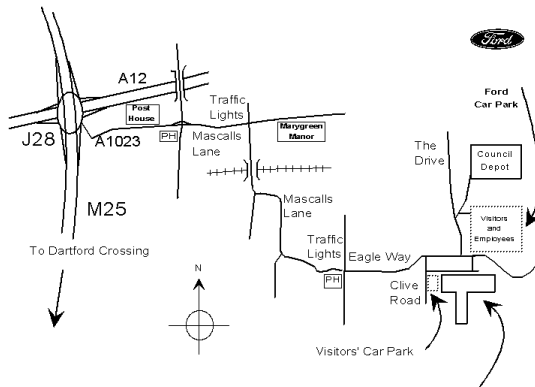


Locations used for Presentations in the Essex Area

**TELFORD LECTURE THEATRE,
BAE SYSTEMS, CHELMSFORD**



**MULTI-PURPOSE ROOM, FORD
CENTRAL OFFICE,
BRENTWOOD**



Ford Central Office
Warley, Brentwood
Essex CM13 3BW
Tel. 01277 253000

**THE INSTITUTION OF
ELECTRICAL ENGINEERS**
ESSEX BRANCH

A Guide for Speakers



The Institution of Electrical Engineers

Essex Branch

Email: events.essex@iee.org

Web: <http://centres.iee.org/centres/essex/>

A GUIDE TO GIVING IEE PRESENTATIONS

We hope that the following information should make things clearer & easier for you when preparing your presentation. Should you have any further questions then please do not hesitate to contact us.

BACKGROUND TO THE IEE

Founded in 1871, the Institution of Electrical Engineers is the largest professional engineering society in Europe and has a worldwide membership of just fewer than 140,000. These men and women, who have joined together to promote the advancement of electrical, electronic and manufacturing science and engineering, range from students to the most distinguished and highly qualified members of the profession.

WHAT SHOULD I TALK ABOUT?

We like to present talks that will have a broad appeal to the audience. This generally means striking a good balance between technical and business aspects. The scope of the IEE encompasses various disciplines, principally Electrical, Electronic, Manufacturing, and Computer Systems Engineering.

Many presentations follow a past, present & future format, but we encourage any innovative new styles.

A short questions & answers session will be held following your talk.

If you have any displays, props or examples of what you do then please bring them with you!

WHO WILL MY AUDIENCE BE?

As a broad idea, you can expect people in the audience to be:

- Local IEE members (from students to retired members)
- Members of local industry, predominantly BAE System, Visteon Automotive Systems and Ford Motor Company Ltd.

The audience size varies according to the topic, but you can expect anything from 20 people to over 100.

WHAT FACILITIES WILL BE AVAILABLE?

Please let us know what facilities you will require. Most of our rooms will already be equipped with OHP's, computer projectors and videos.

It would be useful if you could send us a copy of your slides (if you have any) before the event.

WHERE WILL THE EVENT BE HELD?

Most of our lectures are held at either BAE Systems or Ford Motor Company sites. See maps overleaf.

WHEN WILL YOU START ADVERTISING THE EVENT & WHERE?

At the start of the year we publish a full list of events to all our members. This is known as the "Blue Card". Following this the majority of our publicity commences 3 weeks before the event. Our advertising is done in the following ways:

- Email to our local members
- Mail shot to local members
- Listing in IEE News

- Email to all employees at Ford & BAE Systems sites.
- Our Website
- Posters
- Local Radio

HOW DO I CLAIM MY EXPENSES?

All reasonable travel expenses may be claimed, and if you are coming a long way we can also arrange a local hotel for you.

It is also traditional for two members of our committee to take you for a meal at a local restaurant following the presentation.

WHO SHOULD I CONTACT IF THERE IS A PROBLEM?

Should you have any questions, or if any unexpected problems occur, then please phone your contact on our committee. If they are unavailable the please try the following people:

Laurence Dagley (Chair)	(07931) 796064
Liz Bennett (Secretary)	(01268) 402942
Jonathan Wentworth	(07788) 781494

We must stress that if there are any problems we do need to know as soon as possible.

events.essex@iee.org

PLEASE ALSO SEE OUR WEBSITE

<http://centres.iee.org/centres/essex/>