

# **Guidance Notes for Giving a Display to The Royal Philatelic Society London**



Patron His Majesty The King

Thank you for agreeing to give a display to the Society. Your main contact at the Society, should you need any help, advice or have any questions, is the General Manager, The Belgian Academy Room, 15 Abchurch Lane, London EC4N 7BW. Contact by email: [generalmanager@rpsl.org.uk](mailto:generalmanager@rpsl.org.uk) or by telephone +44 020 7486 1044 (select option 1).

There are four types of display and presentations, a One o'clock Display, a Four o'clock Display and Presentation, a Three o'clock Online Presentation (Zoom) and a standing display.

## **One o'clock Display**

A One o'clock Display consists of material shown in the Society's frames for viewers to study at their leisure. The displayer need not make a presentation, although an article based on the display is usually provided for later publication in The London Philatelist.

The maximum number of sheets we can accommodate is 864. However, it is not necessary to use all 54 frames, but a minimum of 30 (480 pages) is preferred please.

There is no spoken commentary to the display but it is usual for displayers to produce a handout for viewers to guide them through the frames. This should be available from 13:00 on the meeting day. We would normally advise providing approximately 100 copies of your handout.

## **Three o'clock Presentation (Zoom)**

A Three o'clock Presentation consists of a PowerPoint presentation to members and guests via Zoom. You should expect to speak for approximately 40-45 minutes followed by questions.

There will be a rehearsal set up prior to the day, to go over any last-minute arrangements. There is no need for a handout for this type of meeting.

This type of meeting is to engage the members that are not able to attend Abchurch Lane and also prospective new members and interested philatelic groups.

## **A Four o'clock Display & Presentation**

A Four o'clock Display & Presentation is invariably a PowerPoint presentation, followed by questions, with supporting material in the frames and a handout. You should expect to speak for approximately 30-35 minutes followed by questions for a maximum of 15 minutes. This part of the day is intended to last no more than an hour.

The minimum number of sheets is 192 (12 frames) and the maximum number is 320 (20 frames) with a handout and a talk supported by a PowerPoint presentation.

Your display will be recorded and broadcast live onto YouTube, and it can be accessed after the meeting through our website, a feature much-appreciated by our members.

### **A Standing Display**

Standing displays show between 4 and 12 frames of material. The material shown consists of scans or copies, not original material. They are left on display for up to 12 weeks, only taken down during meeting days when the frames may be required.

We would prefer that the material be at a high resolution for scans and copies, using at least 300dpi. All displays when taken down are filed in our archive and library.

This is an ideal opportunity to share your collections if your display doesn't quite fit the criteria for a 1pm, 3pm or 4pm but you would like to show your collection off to members and guests at Abchurch Lane. If you would like to submit your display or for further information please contact Gwynne Harries on [harriesg@rpsl.org.uk](mailto:harriesg@rpsl.org.uk) or follow this link: <https://www.rpsl.org.uk/Standing-Displays>

### **Title of Display**

The title of your display needs to be concise, descriptive and less than one line in length. A longer title is fine, but we should also have a short one. Try to avoid a humorous or catchy title; it needs to be meaningful for a catalogue or index search.

### **Advance Notice**

Two months before your display, a short description of the subject and an image that reflects your presentation should be sent to the General Manager, [generalmanager@rpsl.org.uk](mailto:generalmanager@rpsl.org.uk) for inclusion in The London Philatelist and to put in the events section of the Society's website. This should be no more than four to five lines long.

### **Material**

All material must be original and photocopies or scans are not acceptable except in a supportive or explanatory role. The display may contain borrowed material if the amount is small and its source is disclosed.

### **Associated Material**

The Society has three display cases located in the 1st floor meeting room, which can be used to show associated material including literature and artefacts. For more information on using these display cases please contact the Head of Collections at least three months in advance ([daviesn@rpsl.org.uk](mailto:daviesn@rpsl.org.uk)). The dimensions of the display cases are: width:114cm; height: 14cm at the front and sloping to 19cm at the back; depth: 34.5cm.

### **PowerPoint – for 4 o'clock and 3 o'clock (Zoom) Presentations**

Please use a clear font at no less than 20-point size for PowerPoint slides. Anything less cannot be seen at the back of the room.

### **Display Handout – for One o'clock and Four o'clock Presentations**

We would like to receive your display handout in PDF or similar graphic format.

Please send this in advance to the General Manager, preferably by e-mail. If this is not possible, by arrangement the Society may be able to scan and recreate it in PDF format for you.

Almost all the displays in the past ten years have been made available on our website and provide a valuable record and basis for research for other philatelists. We would like your consent to do this. Rights to images and texts provided will normally become the property of the Society, unless other arrangements have been agreed in writing.

### **Consent Form for Digitisation and Usage**

Please complete the form on Page 6 and hand it to the General Manager before the day of your display.

### **Logos and the Royal Coat of Arms**

Use of the Royal Coat of Arms is restricted and they **must not be used** to head or introduce display handouts.

However, standard RPSL logos are available. Please ask the General Manager for high quality image files in gif, jpg, or eps format.

### **Frames and Display Pages**

There are 54 free-standing “A” frames protected by clear plastic. Arrangement of the sheets is in four rows of four sheets, i.e., 16 sheets per frame. See the Room/Frame layout image on page 5.

### **All Displays**

A4 (210 mm by 297 mm) or American letter (8½ by 11 inches) pages, album leaves, Clarendon sized pages or similar can be accommodated including double sheets in horizontal format. The maximum height in any row in the “A” frames is 297 mm (11¾ inches).

### **Finalising Arrangements**

Please contact the General Manager ([generalmanager@rpsl.org.uk](mailto:generalmanager@rpsl.org.uk) or +44 (0)20 7486 1044, select option 1) for any final arrangements, including if you require pre- and/or post-storage of your display.

### **On the Day**

The following is an example of what happens on a 1 and 4 o'clock meeting day:

On the day of the display the meeting room on the first floor will be available to you from about 09:00, and you should plan to have your material in the frames by 12:00 as the doors to the meeting room open at 13:00 for Fellows, Members and guests to view the material. The frames will be closed and locked.

The Honorary Secretary or another Officer of the Society will be pleased to offer you lunch, but it would be appropriate for you to be present or available for much of the afternoon. The display will attract many people who share your interests, or who may just wish to know about a subject with which they are unfamiliar. Thus, you are likely to find that you will meet new people and can discuss your material with them.

At a 4 o'clock presentation, the General Manager will ask you to perform a sound check and also make sure that you are comfortable with all the IT and audio-visual equipment that are in place.

The meeting will be followed by refreshments and a light buffet in the American Tea Room on the ground floor. The event will conclude with the closing of 15 Abchurch Lane at 7pm

### **Storage of Material**

By arrangement with the Administration Office staff, material can be left overnight in the Society vault before and after a display. This facility is only accessible in advance on Mondays to Fridays between 09:30 in the morning and 16:30. Any material so stored is at the risk of, and must be insured by, the displayer.

You are responsible for the insurance of your collection and for any expenses such as customs charges that may be incurred.

### **Guests**

All Fellows and Members of the Society have the privilege of introducing guests, for whom they shall personally vouch by signing the visitors' book at all ordinary meetings, provided not more than two guests are introduced at one time nor the same person more than three times in any one programme year or calendar year, except by permission of the Council, the President or the Honorary Secretary.

Displayers are welcome to invite more than the usual number of guests, and we are very happy for you to do so. However, we would request that you give the General Manager the names of your guests who are not Fellows or Members in advance. This list will be available at the door and name badges prepared; this saves embarrassment to your guests, especially as you are likely to be in the meeting room on the second floor when they arrive.

No Member shall have the right to introduce any guest who is either a suspended member or an expelled former member of the Society.

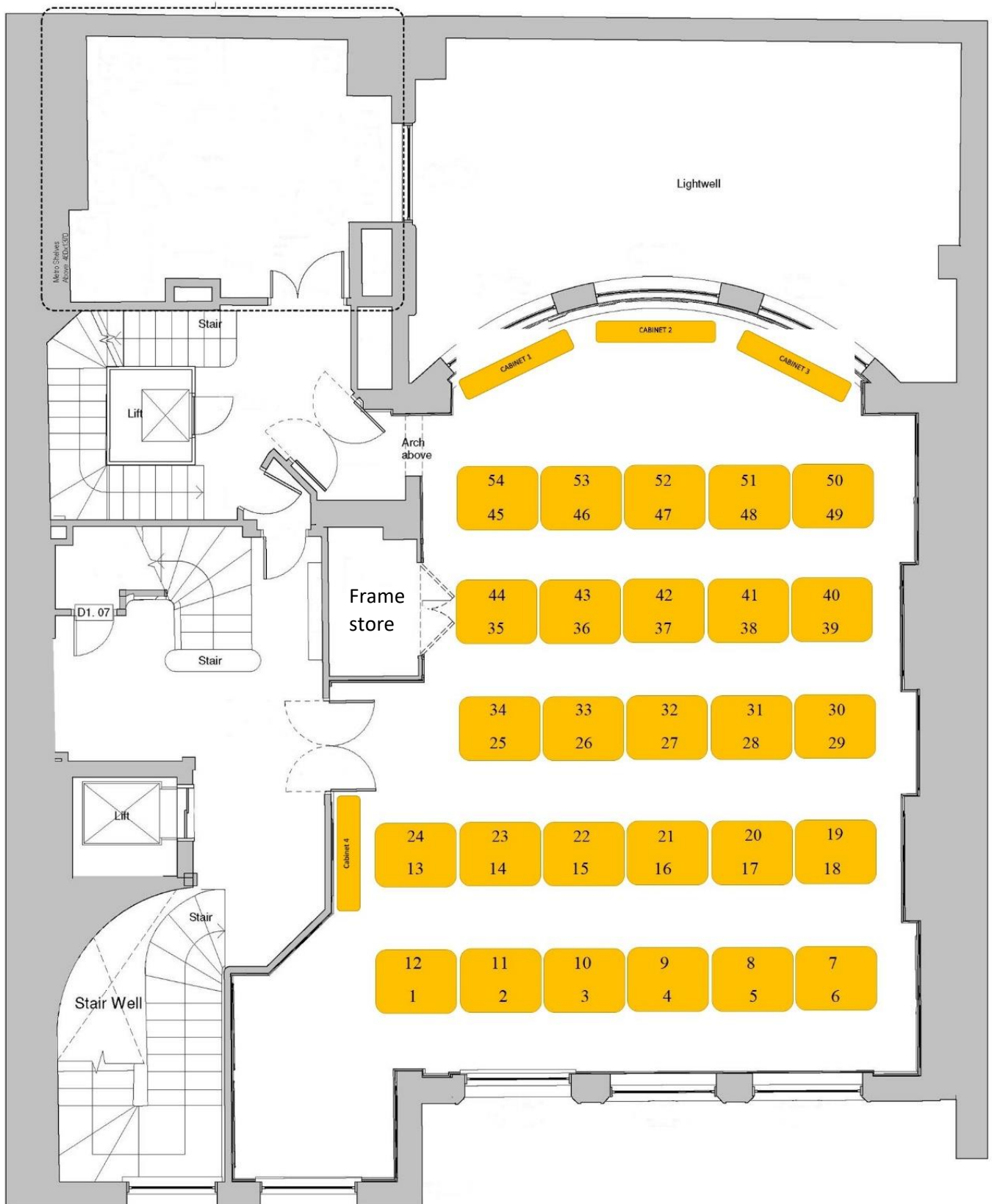
### **Parking**

There is no parking at Abchurch Lane, there are some NCP car parks in the area, please contact the General Manager, [generalmanager@rpsl.org.uk](mailto:generalmanager@rpsl.org.uk) or +44 (0)20 7486 1044, select option 1, for further information.

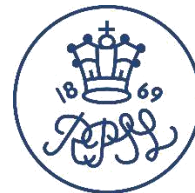
### **Hotel Accommodation**

If you need information about local hotel accommodation please contact the General Manager, [generalmanager@rpsl.org.uk](mailto:generalmanager@rpsl.org.uk) +44 (0)20 7486 1044, select option 1, for further information.

## 1<sup>st</sup> Floor Meeting Room (Display Room): Frame Layout



## Publication Agreement for Displayers



Please return to **generalmanager@rpsl.org.uk** *before* your paper, presentation or display.

Your Name: \_\_\_\_\_

Title of Display/Paper/Presentation: \_\_\_\_\_

Date(s) Display/Paper/Presentation given: \_\_\_\_\_

### Digital Material deposited with the RPSL:

I deposit the following material with the RPSL and consent to it being made available on the RPSL website to the general public or RPSL members only, as indicated:

	General Public	RPSL Members only	Not to be made available
Handout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation (PowerPoint Slides)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit/display	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audio-Visual recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please provide details)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Audio-Visual and other recordings

Please tick one box as appropriate.

- ☐ I consent to the recording and broadcast of my Paper to members of the RPSL and to the general public.
- ☐ I consent to the recording and broadcast of my Paper to members of the RPSL only.
- ☐ I do not consent to the recording and broadcast of my Paper.

**Signed:**

**Date:**

Please sign your name or signature and the date in the above spaces to confirm you agree to the terms above.