

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



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 Administration and Facilities Manager at 15 Abchurch Lane, London EC4N 7BW, adminmanager@rpsl.org.uk, telephone 020 7486 1044 (select option 1).

There are two types of display, a *One o'clock Display* and a *Five 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*.

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 at least 125 copies of your handout.

A ***Five o'clock Display*** 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 in total.

Your display will be recorded and available to Members on the website. It will also be broadcast live on YouTube, a feature much appreciated by our members.

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

Six months before your display, a short description of the subject should be sent to adminmanager@rpsl.org.uk for inclusion in *The London Philatelist*. 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 display cases located in the Members' Lounge and on the second floor 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). The dimensions of the display cases are: width **data needed**; height **data needed** (front) and **data needed** (back); depth **data needed**.

PowerPoint – for *Five o'clock Displays*

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

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

Please send this in advance to the Administration 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 5 and hand it to the Administration Manager before the day of your display.

Logos and the Royal Coat of Arms

Use of the Royal Coat of Arms is restricted and must not be used to head or introduce display handouts. However, standard RPSL logos are available. Please ask the Administration Manager for high quality image files in gif, jpg, or eps format.

Frames and Display Pages

There are 42 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.

One o'clock Display

The maximum number of sheets is 672. However, it is not necessary to use all 42 frames, but a minimum of 30 (480 pages) is preferred please.

Five o'clock Display

The minimum number of sheets is 128 (8 frames) and the maximum number is 320 (20 frames) with a handout and a talk (supported by a PowerPoint presentation).

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, 30 cm (11¾ inches). **Frame & row heights need checking.**

Finalising Arrangements

Please contact the Administration Manager (adminmanager@rpsl.org.uk or 0207 486 1044, select option 1) for any final arrangements, including if you require pre and/or post storage of your display.

On the Day

On the day of the display the meeting room on the second floor will be available to you from about 10:00, 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.

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 10:00 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 Administration 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.

Hotel Accommodation

If you need information about local hotel accommodation please contact the Administration Manager.

**Plan for 1 o'clock & 5 o'clock
displays in one of the Meeting Rooms**

Rear of the Building



Window

42	41	40	39
35	36	37	38

34	33	32	31
27	28	29	30

26	25	24	23
19	20	21	22

18	17	16	15
11	12	13	14

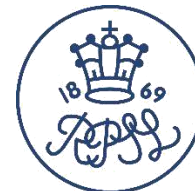
10	9	8	7	6
1	2	3	4	5

Window



Front of the building

Publication Agreement for Displayers



Please return to adminmanager@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.