

CHARGE TO THE NEUTRINO FACTORY AND MUON COLLIDER SPEAKERS BUREAU

The overall goal of the Neutrino Factory and Muon Collider Speakers Bureau is to match speakers to presentations in as many major conferences and workshops as possible, as well as to distribute these presentations in an equitable manner among all qualified members of the Collaboration. To achieve these ends the Speakers Bureau should be guided by the following points:

For major conferences and workshops the Speakers Bureau should approach the organizers to try to obtain plenary presentations. If members of the Collaboration are personally invited to give plenary presentations at such conferences and workshops, such members should refer the talks to the Speakers Bureau and tell the organizers that they have done so. The Speakers Bureau may agree with the choice of the person originally invited or decide on another member of the Collaboration to give the presentation.

For major conferences and workshops with parallel and/or poster sessions, the Speakers Bureau should encourage members of the Collaboration to submit abstracts (preferred) or submit abstracts themselves and then find a presenter once the talk or poster has been accepted. The Speakers Bureau should also contact the organizers of the parallel and/or poster sessions to encourage them to accept talks and/or posters from the Collaboration.

The Speakers Bureau should maintain a web page listing conferences and workshops, abstracts submitted, speakers chosen, and whenever possible links to the actual talks (slides and written version for the proceedings).

The Speakers Bureau does not need to agree to personal invitations to seminars and colloquia at institutes. The Speakers Bureau may try to solicit such invitations for members of the Collaboration. Speakers at seminars and colloquia should inform the Speakers Bureau of the talks so that they can be listed on the official web site and should provide slides for posting when possible.

The Speakers Bureau also does not need to be involved in the case of seminars or colloquia by members at their own institutes.