FAQs for Speakers

I have agreed to speak at a SOM event, what happens next? You will be contacted by a member of the SOM team who will ask you to attend a test meeting if you are speaking at a webinar or virtually. We will also ask you for a biography and photo. We would be very grateful if you could help us promote your event!

Do I have to speak live for a webinar, or can I pre-record my lecture? While it is our preference for speakers to present live during our webinars, we understand that not everyone is comfortable doing so. If you would like to pre-record your lecture for a webinar, please let SOM know.

What should my biography include? Please include a short biography about your career as well as your current job title and institution. This information will appear on the event page on the website, in the on-the-day programme handed out at the event or sent to delegates if the event takes place as a webinar.

Why does the SOM want to record my lecture? As a provider of education, we are committed to providing continuing professional development to our members and delegates. By giving us your consent to record your lecture, it gives us the option to make it available online, achieve these goals and reach out to those who cannot easily attend our events.

What should I be aware of before giving my consent to the SOM to use my presentation? If your presentation will be recorded, SOM may publish it online to make it available to the public. The information and data that you can use for a closed meeting of a professional audience is different from the information and data that can be used on a website. Therefore, it is important that you have the necessary copyright and patient consent, mainly:

- **Publications must be referenced** If you reference material from a book, journal, a publication, or someone else's research, you must appropriately attribute the source of the information and only use information that you know can be made publicly available.
- Image copyright must be obtained If your presentation includes an image this could be anything from an image on a website, a photograph, painting, film, sound recording or typographic work – it will most likely be protected by copyright. If the image is less than 100 years old, permission must be gained from the owner to reuse that image if your presentation goes online. In most cases the image will have a copyright statement, but where there is no notice, you should contact the author or publisher and check what copyright exists. There may be a fee associated with the right to the use the image. If copyright is not obtained, you may be fined in accordance with the copyright law. For more detailed information on the Copyright law see the <u>Copyright, Designs and Patents Act 1988</u> (c. 48).
- You must have patient consent Any information pertaining to a patient must be supported by written consent to publication from the patient. Anonymised cases without patient consent are not acceptable under GMC rules. <u>Read more about GMC regulations on confidentiality</u>.

Competing interests The SOM can award CPD credits via FOM for our educational activities, and it is important that you declare any competing interest so that we can keep this information on file and disclose it to delegates who may ask to see the information. All speakers and chairs for SOM meetings are expected to disclose any financial or other relationship that represents a competing interest. This may include research grants or other financial support, employment in any capacity by a company, such as the role of consultant or adviser, or any shareholding in a company.