

Susan George: Speaking arrangements

Please use only the biographical and practical information as well as photos supplied on www.tni.org. Please do not send any correspondence for me to the Transnational Institute. I prefer to receive all communications via e-mail: susangeorge@free.fr. If you require a postal address, please ask me for it via e-mail. Thank you, SG

IF I AM SPEAKING AT YOUR EVENT:

I have no help, a great many engagements and must make all my arrangements myself. Therefore, to minimise correspondence and save everyone's time, please take a moment to read the following practical information. **THE WORST NIGHTMARE?** Receiving mail about the same event from several different people. Please remember I don't know everyone in your office! Thank you, SG.

Travel: For London, Brussels, Geneva and other European destinations under three and a half hours, I will take the train; second class for Attac and a few other NGOs, first class for institutions that can afford it [i.e. universities]. In both cases, I generally have a 25-50% reduction as a "Senior" on the French portion of the journey although reductions are not available on all days or for all hours.

Otherwise I will fly, preferably via Air France. For journeys beyond Europe, I require business class. This is not a question of luxury but of health. I can either purchase the ticket myself and you can reimburse me by bank transfer or I can provide you with flight times/numbers so that you can provide me with a prepaid ticket and send me the confirmation. When making the reservation, include my frequent flyer ["Flying Blue"] number : 1000959690. My "Gold" status with Flying Blue allows me to use the fast lane at security, the lounge and guarantees me a seat even in case of increasingly frequent overbookings. Once the ticket has been reserved and paid for, I can use my frequent flyer or the electronic ticket number and can print out my boarding pass 24 hours in advance.

NB: If you use a travel agent, watch out: many of them want to keep the money until the last possible moment. Do not send me the code for the prepaid ticket unless you are quite sure the ticket has been reserved, paid for and issued. If necessary, my French passport number is 03XY03613.

Accommodation: I prefer a simple, quiet hotel with en-suite shower/WC but frills aren't necessary. If I'm departing by train, try to find a hotel close to the station so that I needn't bother anyone to take me to the station the following morning.

Schedule and events: I am at your disposal, within reason, from the time I arrive until the time I leave. Therefore, please do not ask permission for every interview or for an OK of your various arrangements [although you should know that I do not give interviews after evening speeches]. You do not need to ask permission to audio/videotape the event.

Generally I prefer to have something to eat with the organisers before rather than after an evening event unless I can sleep late the next morning, which is rarely the case. [In Spain, where events usually start at 19:00-19:30, dinner afterwards is fine].

BOOKS: When possible, I like to combine a book-signing with a talk or other event. Often groups work directly with a bookshop that handles everything. If you are selling the book yourself, you can ask publishers for the right of return for unsold copies [and depending on the number of copies

ordered, you can also ask for a discount]. In my experience, 10-15 percent of the audience wants to purchase a book. If you do organise a signing, the person chairing the meeting should announce it at the beginning of the event, someone will have to stay put at the table throughout the evening and I cannot deal with payment myself.

Kindly send me, on one page: the date, name and organiser of the event, with [mobile] telephone numbers; the address of the venue [in case we miss each other!] and of the hotel; my schedule during my stay with you; the subject[s] you want me to deal with and the time I have to speak; plus question time/discussion if foreseen or, in the case of a Round Table, the names and affiliations of the other participants. You can send me this at susangeorge@free.fr.

Equipment: I do not need any special equipment beyond a working mike and a bottle of water. So far I have never used Powerpoint.

Honoraria: If you are an NGO which does not normally remunerate participants in your events, I will speak without fee; if you have resources or if you are remunerating others, I will expect to be paid as well. Please bear in mind that fees from some organisations allow me to give my time free of charge to others and see your contribution as a form of solidarity, not just towards me but towards many non-profit organisations and "good causes" with limited means.