

**Photojournalism & Documentary Photography
Professional Promotion**

**ADAD6002
External Liaison File**

**Vivian Collis
1708878**

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Introduction

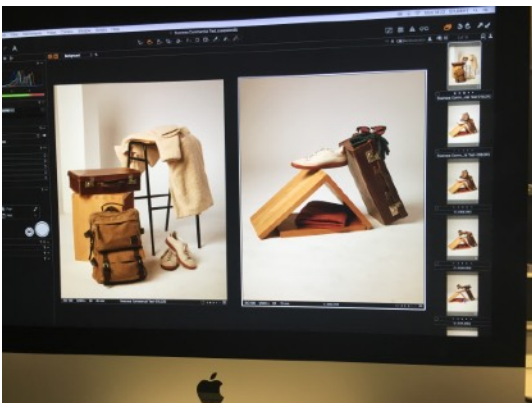
This module has brought about a lot of critical learning for me in photographic practice. Working to other people's requirements, meeting schedules in both shooting and editing has developed my skills beyond recognition. The element of pressure, especially time ones, has forced me to seek out new solutions and more effective ways of working. I intend to demonstrate that in the following selection of professional engagements and external contacts.

This module has enabled me to consider my post graduation goals and shape a potentially more realistic perception of how I might both earn an income and continue my personal practice.

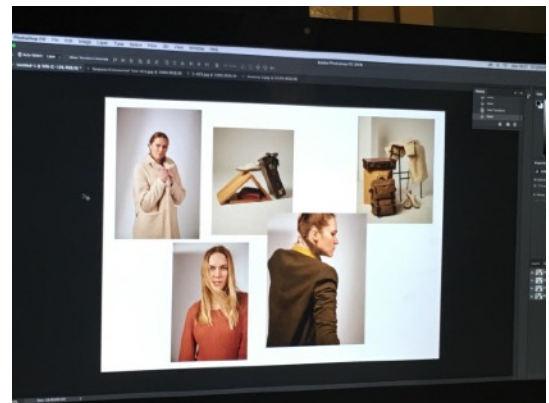
Client Collaboration

During the second year of study I had the opportunity to attend a Studio Masterclass given by David Edwards (<https://www.davidedwardsphoto.com/>). The first part of the session included a lecture and discussion on how the top 100 creative agencies work and the structure of the teams and what was meant in the industry by 'briefing'. David described the roles of the Art Director, Creative Director, Graphic Designer, Producer, Lighting Assistant and Digital Technician, to name a few. He introduced us to the concepts of creative aesthetic, mood boards and client proposals. From here we formed our own team and the 'clients' gave a brief. The two 'Art Directors' had to create a mood board for our team to enable us to understand the concept the 'Art Directors' wanted to create to meet the brief. We also used key words to describe the look and feel of the concept.

We then worked as a team in the studio to create and shoot the concept. I was the set stylist. The whole process was an engaging and thought provoking activity and the images we produced, with very few props available, were put up on social media. I learnt a lot but it's only been through this module, that I have really applied the skills alongside my existing skills. David said to 'make friends', to get work in the commercial world, my previous career as a detached youth worker has enabled me to use those befriending skills with these professional skills to ensure I work collaboratively and in a supportive way with clients. I think this reflects in the testimonials and outcomes provided throughout this file.



Two of the stylist shots



Our finished shoot



David Edwards in the studio

Sheridan for Eleanor Pritchard

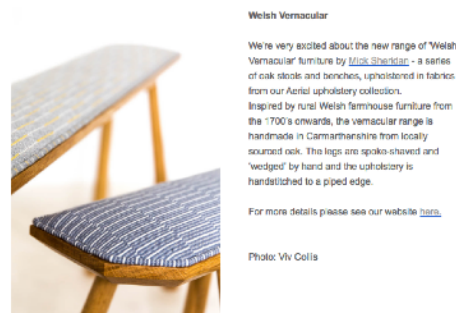
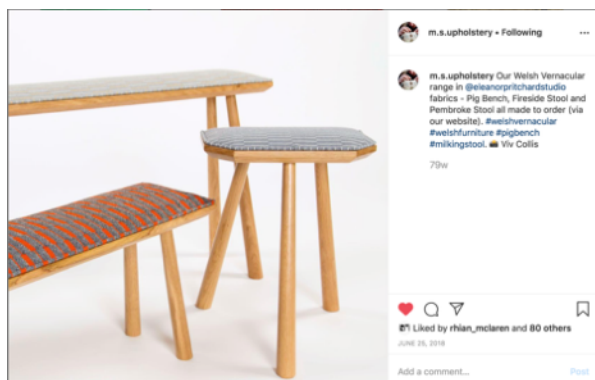
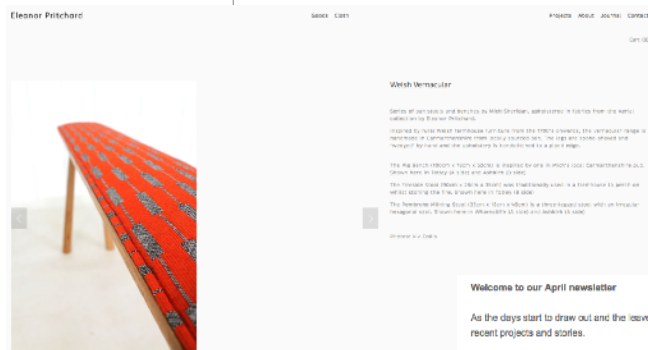
Whilst documenting a local traditional upholsterer, Mick Sheridan, he asked me to take photo's of his new product of 'pig benches' as he was going to see a prospective new wholesale client and wanted images of those he was physically unable to take with him. I prepared images for him, both as high quality prints and digital files. The client, Eleanor Pritchard, wanted to use Mick's benches in a promotion and asked to be sent my images digitally.

Self Evaluation

This was the first time I had to understand about image sizing and the needs of the commercial image industry. I sought advice and asked what they required and was able to provide images that were then used on their website as seen in the screen shots below. Later Mick also used the images on his own instagram site.



David Edwards in the studio



Online Designs

I was approached by a young woman I know who had seen the images from the Studio Masterclass with David Edwards, on social media, asking if I would be interested in taking photo's for her new business. Following discussions I decided to send her a mood board (see Client Collaboration at <https://www.vivcollisphotography.com/image>), as per the Masterclass, to demonstrate the idea and she came back with found images and her own, using props I had supplied. We discussed the mood board and I listened carefully for key words, she kept saying 'white' and 'clean' along with 'sea' and 'fresh'. The client wanted two things, a set of image shots for her stand at art fairs and social media banners and product shots for her jewellery. We discussed locations for the image shots and following my suggestions we decided to do a trial shoot at Mumbles Pier and Langland. I envisaged I could meet her brief in these locations.

I decided to send a proposal with costs at this point (Appendix 1) in order to ensure the client knew what the agreement was.

The client modelled for the test day and it was cold and overcast, presenting issues for the 'look' as she was wearing a black coat! I shared images with her and we agreed on the best locations and that meeting her brief would be weather dependant to some extent.

I spoke to Paul Duerinckx (UWTSD lecturer) about the weather and lighting issues, showing him the mood board the client had provided. Paul helped me to deconstruct the lighting in the images and explained that most of them would have been taken with big budget lighting rigs, something I didn't have and probably several lighting and technical assistants or in sunny locations! I decided to make do with a flash and on the day and took a pack of large reflectors, which proved invaluable.

Fortune was on my side for the model day, the weather was fine and sunny. The client was able to hold the reflectors for me when needed and I used fill in flash.

I then spent time in the studio perfecting product shots, using props that I thought would work, oyster shells and fine white silk cloth. For the second session I used 'Capture' and found this far more successful in establishing the shade of white I wanted to achieve.

Self Evaluation

This entire process brought about huge amounts of learning for me in a wide range of areas. I applied learning from the Masterclass and found it an excellent way of understanding and communicating with the client. Without this I would have been floundering around trying to achieve a 'look' that I had no real idea of. Technically my lighting and editing skills improved massively. I learnt to use fill in flash more effectively and the joys of a simple fold out reflector. My studio skills improved from doing it for myself. I learnt to batch edit and been very systematic to speed things up. How hard it is to play several roles and swap between them without offending the client, when to take control as sometimes their request is technically impossible!

These are some of the final images. More, plus screenshots of social media can be seen at: <https://www.vivcollisphotography.com/online-designs>. The invoice is: Appendix 2 images from the model shoot



studio product shoot



Email from Ondine Designs



Beth Langston

to me ▾

Hi Viv,

It was a pleasure working with Viv. It was very much a collaborative effort to realise the look and feel of Ondine Designs visual language going forwards. Viv took a lot of time to really listen and understand my business and the vision I had of how I wanted to present it to my customers. I couldn't be happier with the exceptionally high quality, professional photos that I am now using across my marketing platforms. Thank you!

11:59 (58 minutes ago)

☆ ↶ ⋮

Little Seedlings Childminding

I met a woman who had set up a childminding business. She told me uptake was slow and showed me her leaflet. I thought the images were poor quality, obviously taken on a phone and the whole thing was very busy. I said I thought I could improve and also take pictures of her interacting with her own child in the setting which might be more engaging. Using other people's children for promotional purposes can be difficult. I embarked on an interesting journey.

Following discussions I sent a proposal that she accepted (Appendix 3).

Self Evaluation

People's homes are difficult places to take photo's in, we first needed to de-clutter. Then I was to find out what it's like working with children and animals! Fortunately I seemed to strike up a friendship with the young boy and except when he got tired, things were ok, as he was being played with constantly. The lighting conditions and the speed of some of the action caused some issues for me but again I continued on my quest for the perfect fill in flash. I think, successfully achieving a fairly consistent natural look throughout. The client however was very camera shy and her ruddy cheeks kept coming up really bright red, which involved a lot of editing. I provided some in black & white as she was very conscious of the issue.



I did go back again to retake some shots of the playroom as I was not happy with them. I find taking shots of rooms difficult and need to develop skills in this area. The client has yet to print leaflets. You can see more of the outcome and social media pages at: <https://www.vivcollisphotography.com/little-seedlings>



Thank you letter form Little Seedlings Childminding

Thank you Inbox x



Jude Saffron

to me ▾

Dear Viv

Just wanted to say thank you for the wonderful photos you've taken for Little Seedlings. I think it's fair to say I am not the most relaxed person when it comes to having a photograph taken but your gentle, patient and professional approach really helped illustrate a natural side of me and will service my business well. They do say never work with animals and children but you persevered with both Rémi and Booba and captured what Little Seedlings is about - allowing children to play freely with natural toys and materials. You put us at ease from the moment we met you. Lots of people have commented on the photos I've uploaded to my Facebook page so far and I'm looking forward to sharing more and having you come back again for more photo shoots. Thank you so much.

Kind regards



Jude Saffron
Little Seedlings



Invoice for Little Seedlings Childminding (Appendix 4)

Events & Conferences

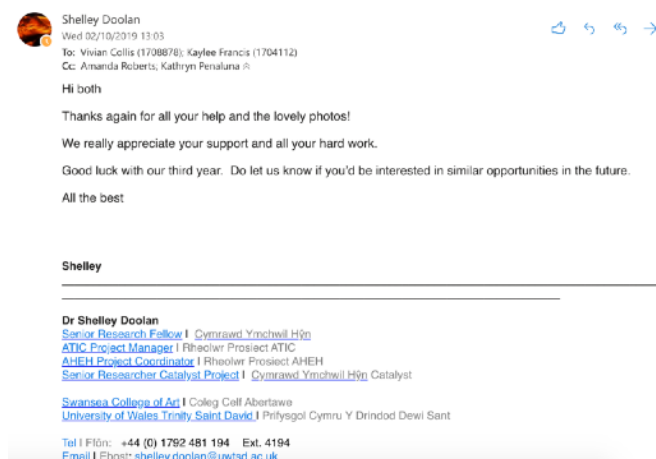
I took part in documenting two events for the UWTSD

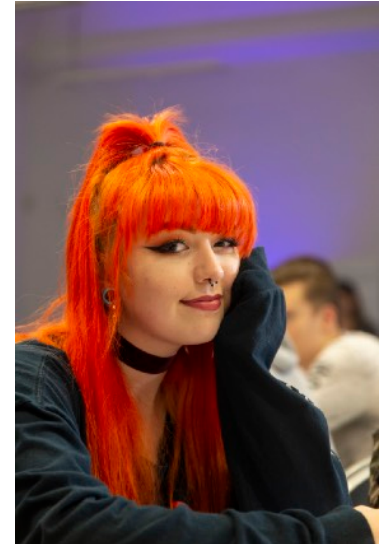
1. **Collaborative Project** aimed at enhancing graduate employability. This project was workshop based and spread across four locations, over 4 days, with students working in groups and myself and a fellow student documenting. The initial introduction to the project was on the morning and very brief. Take pictures of 'people looking happy and smiling'. I asked if there were any consent issues and was told that they would 'sort it out after'. During shooting a student complained that they had not given consent and then there was a complaint that we were getting in to close. The locations were very varied and in the BBC studio the strip lighting presented real difficulties, creating an orange cast on everything. Later I went to the smaller venue that we were advised wouldn't be suitable for photography. However it had lots of daylight and worked well. Here I was able to introduce myself to the students and engage them in conversation before asking them directly if they were happy to have their photo's taken and being sure emphasise that they had an option.

Self Evaluation

I need to make sure that I have asked for and received a proper brief in good time and to clarify who is able to give me direction or permission on a shoot. There was no clear line of responsibility with four venues and visiting lecturers. I must ask in advance for clarity on consent to take a persons image or who they should address if they are not happy, the person who had met us on the first morning was not present for most of the event. I need to understand more about lighting temperatures and how to correct the white balance and Kelvin to overcome colour cast issues. I edited many of the images into black and white to overcome this. Talking to students was very effective and I do think that building rapport is critical to successful portraits and documentary. The timetable was changed and we were not informed so missed many of the presentations which we had been asked to document. I need to check each day for any changes as I suspect we would be seen as periphery to events in the moment!

Email of thanks From Dr Shelley Doolan, UWTSD





2. **The 'How To' of Entrepreneurial Learning** at the Dylan Thomas Centre. Following the workshops I was contacted directly to photograph this conference with a fellow student by Kathryn Penaluna, Enterprise Manager at UWTSD. I decide to take a proactive approach and emailed her, here's an extract:

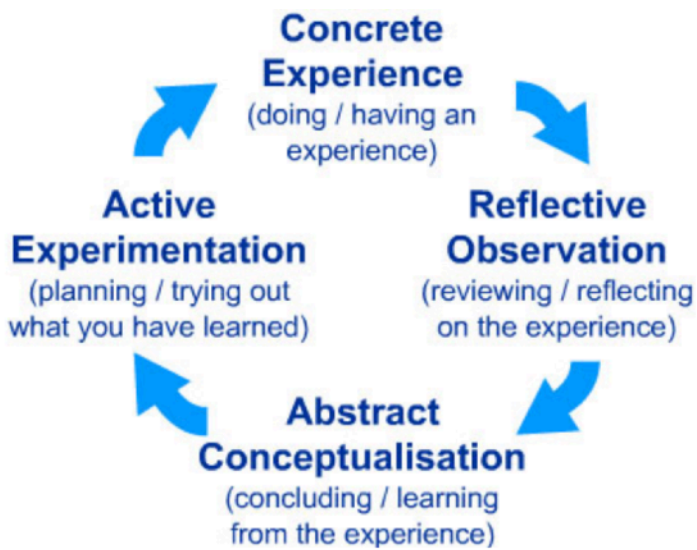
Some further knowledge would be very helpful if possible such as:

- *A timetable for the day.*
- *Who will we be working to and how long and when would they want us to attend e.g. before the event starts?*
- *Could we have an outline of what type of images are required e.g. formal, informal, wide shots, close ups?*
- *If there are any break out groups would we be required to cover them all?*
- *There were some query over permissions for photographing individuals at the last event. Will that be a consideration this time?*

I received a timetable for the event (Appendix 5) and emails (Appendix 6/7) with a clear response to my questions. The day went well, we arrived on time and were able to ascertain the vantage points and issues and we were introduced to the relevant people. We covered both formal and informal shots and images were posted to social media during the event.

Self Evaluation

I was pleased I wasn't too shy to ask for further information and clarity as this proved invaluable to me and I felt more confident from the having a clear idea of what was required and when.



Applying my experience and learning to Kolb's model (Fig 1.) is demonstrated here.

<https://infed.org/mobi/david-a-kolb-on-experiential-learning/>

Fig 1.

The venue decor and lighting again proved challenging, wall lights that grew out of people's heads, white plug sockets on burgundy backgrounds, all added to testing the editing skills. Learning in the moment how to use the wi-fi on my camera to drop images onto the phone of UWTSD's Rebecca Davies, PR for immediate upload to social media.



More images for both events can be seen at: <https://www.vivcollisphotography.com/events-conferences>

Email Testimonial fro Kathryn Penaluna

Vivian Collis (1708878)

Dear Viv

I am pleased to provide a testimonial for your photographic contributions that captured two UWTSD hosted events. The first covered a week -long festival of enterprise within our Art and Design faculty in September 2019 and the second, on November 11th taking images to be used in the PR of the 'How to of entrepreneurial learning event'.

Specifically, I would commend Viv for her professionalism in ascertaining a brief for the 'How to of entrepreneurial learning event', clarifying my requirements and subsequently ensuring that my needs were met; in terms of both logistics and with regards to requests for specific photographs that would need to be composed. Viv was also professional in her teamwork / collaboration with her colleague in both the week-long festival and during the 'How to' event. This was critical as the resultant images were being used for both internal and external promotional purposes, for example they were used on the European Commission's Arts and Humanities Enterprise Hub web site.

The UWTSD 'How To' event reached an international audience and Viv selected and edited images for post event usage that was shared with participants, including Welsh Government representatives and other stakeholders of enterprise education across Wales. The quality of the images was excellent, prepared and shared in appropriate formats for respective publications. The Dylan Thomas Centre, the venue of the How to event presents many photographic challenges, with lighting and walls cluttered with various paraphernalia that can detract from the subjects being captured, Viv expertly accommodated this dynamic.

Remaining unobtrusive, yet capturing the moment, is a skill that Viv is adept at. I would welcome engaging her again and wish her every success.

With best wishes

Kath

|

Kathryn Penaluna

Associate Professor in Enterprise Education/Athro Cysylltiol Addysg Fenter

Rheolydd Menter / Enterprise Manager

12Kathryn Penaluna

Associate Professor in Enterprise Education/Athro Cysylltiol Addysg Fenter

Rheolydd Menter / Enterprise Manager

Athrofa Ryngwladol ar gyfer Datblygiad Entrepreneuriaidd Creadigol / International Institute for Creative Entrepreneurial Development

Prifysgol Cymru Y Drindod Dewi Sant

University of Wales, Trinity Saint David

Technium 1, Heol Brenin, Abertawe, SA1 8PH

Technium [1, Kings Road, Swansea, SA1 8PH](#)

Tel / Ffôn: (01792) 481199

Email / E-bost: kathryn.penaluna@uwtsd.ac.uk

Graft - a Soil Based Syllabus

Whilst documenting the workshops I came across a former colleague from youth work, Alyson Williams, who was using a beehive from the Graft project to demonstrate her business idea. I noticed the images she was using were of very poor quality and offered to help her get some better ones.

The Graft Project is based in Swansea Museum and pupils from Cefn Saeson Special Educational Unit visit every week to work with the bees and garden in the courtyard. The pupils have either been expelled or are about to be. On my first visit the pupils were unable to attend but there was work to be done on the hives so the staff carried on. I suddenly realised what I was letting myself in for! In a bee suit, where pressing the camera to my eye, meant that the mesh was close enough for the bees to sting me. I had to wear two pairs of medical gloves hoping for enough protection but also enough flexibility to operate the camera and flash. I used a ring flash and macro lenses. There was no way of using a tripod so to avoid camera shake I didn't use the 100mm lens just the 50mm macro. I was really surprised and pleased with the images given the conditions. I went back a second time and two pupils were present and they had consent to be photographed. More images can be seen at: <https://www.vivcollisphotography.com/bees>

Self Evaluation

I produced some detailed images and met the brief of supplying some quality prints, for demonstration purposes, of how it looks inside a working hive. I managed to contain my nerves and work alongside busy staff without getting in the way. I asserted my need to come in closer, after checking with staff if they needed a close up or if it was ok, because I wanted one. I'm a trained youth worker so found being able to build rapport with the pupils easy. Editing was really hard due to the similarity of shots and Alyson seeing different and specific things she wanted, when she looked at the first edit. I got myself confused and this delayed getting an edit sent.

Email from Alyson Williams



alysonwilliams398

to me ▾

22:19 (27 minutes ago)



Hi viv,

Project that the bees are part of is called Graft...a soil based syllabus. The boys are from Cefn Saeson special educational unit in neath and have either been expelled or are on the verge of expulsion from main stream school. The photos that you took are amazing. First day there the photos taken helped us to identify that we still hadn't got rid of all the mites that were causing a problem, so we knew we had to treat again before winter. Also showed proof that an usurpation had taken place in the hive. New green queen when it should have been a red one.

The second day you were there you were very mindful of taking photos of the group working with the bees as well as the bees themselves which is great for our funders. You also spotted the queen with your lens when we didn't! Brilliant. Thank you so much. Hope we helped you as much as you helped us. I will show all the photos to zoe when we are back in and we may use a few in our exhibition. As discussed if any are used you will be paid the going fee.



50 fifty - Exhibition Documentary

I responded to a fellow student request to document their exhibition called '50 fifty', as they had initially had no response, when I was passing and decided to take some images of the installation in progress. The exhibition was over three venues which meant making continuous adjustments to accommodate the conditions. I recorded more formally at the first opening venue and then went for more candid shots later and at the other venues, to add interest. Images were used on social media and credited to me. More images can be viewed at: <https://www.vivcollisphotography.com/exhibition-documentary>

Self Evaluation

This is not sequential and had I known what I know now about having a brief, I would have asked who were the artists present, who needed to be photographed, would some formal pictures have been useful e.g. all the artists present with the curators. I feel like I was rather naive at this point and should have been more aware.



Email from Alice Oliver, Curator.



Alice Oliver (1702213)

Sun 06/10/2019 21:08

Vivian Collis (1708878); Alicia Hughes (1701008); Kaylee Francis (1704112) ✉



Hi Viv,

Thank you very much and thank you so much for taking photos for us, they're amazing!
They capture the evening perfectly and they will be a great memento. Also, all the artists who couldn't make it will love to see them!

Thank you!

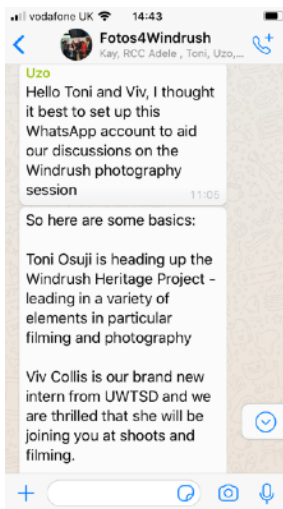
Best Wishes

Alice

Internship

I have been successful in securing an internship with Race Council Cymru (RCC). This is an exciting development for me as it links to my major project looking at the representation of migrants and asylum seekers and humanitarian documentary photography.

It has been agreed that initially I work on documenting the final stages of the Windrush Cymru Project - Our Voices, Our Stories, Our History. Before the Christmas holidays I was sent to take portraits in Cardiff and to also look at what other relevant belongings and artefacts could be documented. These images will be of archive standard and stored at the National Museum of Wales. I will also be involved in setting up an exhibition at St Fagans for the project.



Unfortunately due to the pressure on staff at RCC my internship is late starting and I have no formal evidence yet of my involvement. Please see my inclusion in social media by Mrs Uzo Iwobi - CEO for RCC.

Images from the day in Cardiff can be viewed at: <https://www.vivcollisphotography.com/windrush-project>

Social Media

Website: vivcollisphotography.com

CV - <https://www.vivcollisphotography.com/cv>

Artist Statement - <https://www.vivcollisphotography.com/about>

Instagram: <https://www.instagram.com/vivcollisphoto/>

Summary

As David Edwards said you need 'skills to pay the bills'. This module has certainly honed and developed my skills to meet the demands of a professional photographer. My confidence has also improved, previously I turned down opportunities for fear of not being able to do it, rather than recognising it as a learning situation. The difficulty I have is that for some events you only get one attempt and I need to worry less about this. This module has enabled me to be less fearful of these moments.

Although much of the work I did might not initially appear to meet my goals to be a social documentary photographer after graduating, the work has meant that I will have many more skills and the pressure of working to other people's deadlines and money has made me far more conscious of the need to be professional at all times.

Charging was another issue David Edwards also said 'to ask for enough money as there is a culture in creative and media arts of people working for nothing'. I did several of these for nothing but I think it will pay off in the future.

I have been able to make a more seamless online presence through purchasing a domain name.

Appendix

Appendix 1

Viv Collis Photography **Proposal for Services**

Online Designs

September 2019

Overview

Viv Collis Photography is pleased to submit this proposal, following discussions, for services to support Online Designs develop a visual presence. This will be through high quality web ready images and images suitable for printed promotional materials.

I am a freelance photographer and I am committed to collaborating with clients to ensure I meet their needs and provide the concept they are looking for. Please see my website for further details at: <https://www.vivcollisphotography.com/>

Proposal

Online Designs has a quality product that deserves to be represented and promoted with a high standard of imagery. I propose the following:

- Collaborative preparation and mood boards
- Initial site visits with client and a test shoot
- Proof images provided after first visit for comment and approval
- Full day shoot with model at chosen site
- Half day studio product shoot
- Final provision of a minimum of 50 web ready, high quality images
- Provision of high quality printed images of clients choosing

Telephone: 07989 224679

I look forward to hearing from you.

Kind Regards

Vivian Collis

Viv Collis

Appendix 2

VIV COLLIS PHOTOGRAPHY

INVOICE

Phone: +44 7989 224679
Email: vivcollisphotography@gmail.com

Brodawel
Walters Road
Llangadog
Carmarthen
SA19 9AE

Attention of: Beth Langston
Company: Ondine Designs
Date: 29/11/2019

Project Title: Ondine Designs
Project Description: Location & Studio Photographic Shoot

Invoice Number: 10010
Terms: 30 Days

Description	Quantity	Unit Price	Cost
Location shoot 1	1	£ 0.00	£ 0.00
Location shoot 2	1	£ 250.00	£ 250.00
Studio shoot	1	£ 125.00	£ 125.00
Travel @ 45p per mile	190	£ 0.45	£ 85.50
A3 Prints	5	£ 10.50	£ 52.50
		Subtotal	£ 513.00
		Total	£ 513.00

Payment Details

Name: Ms V Collis
Bank: First Direct
Sort Code: 40-47-73
Account Number: 52456125

Thank you for your business, it was a pleasure to work with you on your project.

Kind Regards

Viv Collis

Appendix 3

Viv Collis Photography

Proposal for Services

Little Seedlings Childminding

October 2019

Overview

Viv Collis Photography is pleased to submit this proposal for services to support Little Seedlings Childminding with quality web ready images to build an online presence and provide high calibre images suitable for print promotional materials.

I am a freelance photographer and I am committed to collaborating with clients to ensure I meet their needs and provide the concept they are looking for. Please see my website for further details at: <https://www.vivcollisphotography.com/>

Proposal

Little Seedlings Childminding has a quality product that deserves to be represented and promoted with a high standard of imagery. I propose the following:

- A minimum of two photo shoot visits to site
- Proof images provided after first visit for comment and approval
- Final provision of a minimum of 50 web ready, high quality images
- Provision of up to 15 high quality print ready images of clients choosing

Cost

Service	Day 1	Day 2	
Photo shoots	Complimentary	250.00	
Digital Images	Inclusive	Inclusive	
Printed Images			Price on request
Travel	45p per mile		

If you have questions on this proposal, feel free to contact me at any of the following

Email: vivcollisphotography@gmail.com

Telephone: +44 7989 224679

I look forward to hearing from you.

Kind Regards

Viv Collis

Appendix 4

VIV COLLIS PHOTOGRAPHY

INVOICE

Phone: +44 7989 224679
Email: vivcollisphotography@gmail.com

Brodawel
Walters Road
Llangadog
Carms
SA19 9AE

Attention of: Jude Saffron
Company: Little Seedlings Childminding
Date: 12/12/2019

Project Title: Little Seedlings
Project Description: Location Photographic Shoot & supply of digital images

Invoice Number: 10011
Terms: 30 Days

Description	Quantity	Unit Price	Cost
Location shoot x 2	1	£ 250.00	£ 250.00
Travel @ 45p per mile	88	£ 0.45	£ 39.60
Digital web ready images	50	0	
		Subtotal	£ 289.60
		Total	£ 289.60

Payment Details

Name: Ms V Collis
Bank: First Direct
Sort Code: 40-47-73
Account Number: 52456125

Thank you for your business, it was a pleasure to work with you on your project.

Kind Regards

Viv Collis

Appendix 5

THE 'HOW TO' OF ENTREPRENEURIAL LEARNING; WHY IT MATTERS AND WHAT TO DO.

Dylan Thomas Centre, Somerset Place, Swansea, SA1 1RR

November 11th, 2019

9:30 – 15:00 pm

Master of Ceremony *Jay Smith*

Guest Speaker *Prof. Colin Jones, Principal HEA Fellow*

Time	Agenda
09:30 - 10:00	Registration & Refreshments
10:00 - 10:15	Welcome Jay Smith
10:15 - 11:00	Prof. Colin Jones, International Entrepreneurship Scholar, Principal HEA Fellow, University of Queensland, Australia.
11:00 - 11:01	One minute silence for Remembrance Day
11:01 - 11:20	Carys Roberts – Youth Entrepreneurship Network Manager, Welsh Government - The past, the present and the future
11:20 - 11:40	UWTSD, Emeritus Professor Andy Penaluna – UK Perspectives - Advancing the agenda
11:40 - 12:00	Elin McCallum – Bantani Education, Lessons from Europe
12:00 - 12:15	Questions and answers
12:15 - 13:00	Well-deserved lunch break
13:00 - 13:10	Welcome from UWTSD Vice Chancellor, Professor Medwin Hughes
<i>The following presentations are Pecha Kucha's.</i> <i>A Pecha Kucha is a seamless presentation formed of 20 images for 20 seconds each. There will be 9 minutes of Q&A Each.</i>	
13:10 - 13:30	Andy Goodman – Enterprise by Design. – International Polar transdisciplinary program
13:30 - 13:45	Emma Forouzan (USW) – Enhancing the Curriculum (ETC) Toolkit – in practice
13:45 - 14:00	Steve Osborne (Cardiff Met)- Capturing ideas – Simply Do
14:00 - 14:20	Lesley Cottrell (Coleg y Cymoedd) – World Skills competition – the why? Rona Griffiths (Coleg Cambria) - "Everyone's a winner baby, that's the truth"
14:20 - 14:35	Tony Orme – (Aberystwyth University) "Making an Ideas Competition central to our 'Start-up' activity, the InvEnterPrize way"
14:35 - 14:50	Christine Bissex - Foster (Merthyr College) – TafLab
14:50 - 15:00	Close of Event
15:00 - 16:00	End Of Day – Optional Networking Opportunity

Appendix 6



Kathryn Penaluna
Wed 23/10/2019 19:43

...

Hi Viv

Absolutely, the briefing is vital. There is nothing worse than being expected to second guess what is being sought.

We will be ensuring that everyone is aware that we will be filming (a colleague is organising this) and photographing the event. I would doubt that anyone would not consent but if there is, we will make sure you are aware at outset.

Thanks

Kath

Kathryn Penaluna

Associate Professor in Enterprise Education/Athro Cysylltiol Addysg Fenter

Rheolydd Menter / Enterprise Manager

Athrofa Ryngwladol ar gyfer Datblygiad Entrepreneuriaidd Creadigol / International Institute for Creative

Entrepreneurial Development

Prifysgol Cymru Y Drindod Dewi Sant

University of Wales, Trinity Saint David

Technium 1, Heol Brenin, Abertawe, SA1 8PH

Technium [1, Kings Road, Swansea, SA1 8PH](https://www.trinitysantdavid.ac.uk/enterprise/entrepreneurial-development/)

Appendix 7

Kathryn Penaluna

Wed 06/11/2019 13:21

Vivian Collis (1708878); Kaylee Francis <kayleefrancis12@icloud.com>; Sian Addicott; Nicola Powell

CPD 11th November Agenda - Bilingual.pdf
282 KB

Dear Viv and Kaylee

With apologies for the delay, I am pleased to attach the agenda for 11th November. The event runs from 10.00 until 3.00, with coffee and registration at 9.30. If you could be available from 9.00 that would be great?

The event is in the Vivian Hall, Dylan Thomas Centre – do you know the venue? There are large windows letting in lot of light (shades are provided) and a mezzanine level that you could use to take photo's looking down on the audience.

You will be working for me. The only other person who will make requests when I am engaged in something else will be Rebecca Davies our Corporate Communications colleague.

With regards the shots, there will be a mixture of formally posed arrangements and more informal ones.

Groups shots will be organised predominantly during the lunch break, in particular when the VC is with us at 1.00. I will call people together for the group shots (up to 10 people) but rely on your observations as to where the light is best.

All participants are aware that we will be filming and taking photographs – anyone electing not to be included will be pointed out to you.

The morning presenters are all used to being photographed so taking close ups would be great, in the afternoon, they are less confident so please take from a longer distance.

We will credit you with taking the images and promote you however you would like? I am anticipating you are happy for UWTSD to have the copyright, but your moral rights will be respected and you are very

welcome to use them in any portfolio together with a testimonial if you would like one. We rely on you to delete the most unflattering shots 😊 We will be sharing them on-line for others engaged in the event to use for their purposes too. Anything you would like to propose different to this please let me know.

What else would be helpful to know? Is there anything you would particularly like to capture that adds something different to your portfolio?

With thanks and best wishes
Kath

Kathryn Penaluna

Associate Professor in Enterprise Education/Athro Cysylltiol Addysg Fenter

Rheolydd Menter / Enterprise Manager

Athrofa Ryngwladol ar gyfer Datblygiad Entrepreneuriaidd Creadigol /

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