

Dear CLAS members,

The CLAS speakers committee (CSC) is currently looking to some of its policies, one of which is related to presentations given by limited CLAS members and/or undeclared speakers, to make sure they are well understood and respected.

The issue/concern: CSC noticed an increase of un-notified/approved talks by the limited CLAS members and/or undeclared speakers, such as graduate students, postdocs, undergraduates who get to access CLAS data through their advisors or sponsors but were not declared to the collaboration. The CSC also realizes that with the transition to CLAS-12 and the increase of limited members the necessity of having a strong policy to supervise the accurate and broad dissemination of CLAS results, and to keep our databases and archive up-to-date.

The proposal: CSC would like to remind all CLAS members that it's their responsibility to make the new and junior members in their group familiar with CLAS bylaws and CSC policies. Please urge all your group members to review the CSC wiki-page especially **Procedures/Forms** and **CLAS Charter** and **Bylaws** linked therein to become familiar with the protocol that needs to be followed when regular, term and full, and limited CLAS members will be giving a presentation that may contain published and/or unpublished CLAS data. However, it is the responsibility of CLAS mentors and/or sponsors to notify CSC if the speaker's status is not mature yet like e.g. undergraduate students to keep the database record up-to-date. All unpublished results MUST be highlighted with either "(Very) Preliminary", "Preview" or "Under-review" and CSC MUST get an endorsement/approval of the corresponding physics working group to show these results along with a draft of the slides illustrating how they will be presented.

As a reminder, CSC should be notified to acknowledge or approve the talks BEFORE they are given, but we do accommodate some cases if that is done in a timely manner after the scientific event. The required notification includes all type of presentations mentioned in **Procedures/Forms**, even if the CLAS results are highlighted e.g. in a slide or two, however, the approval is required for all invited CLAS-specific talks.

Accommodations: If you are a limited CLAS member without an access to the internal shiftbot interface to be able to submit a request for your talk, feel free to drop a CSC or its secretary (elfassi@jlab.org) a line, and we will be happy to generate it for you.

Your cooperation is highly appreciated.

Lamiaa (for the CSC)