



Yearly Meeting 2023

Booking Terms and Conditions

Please read the full terms and conditions below:

1. Booking terms and conditions

- 1.1. Registration is issued subject to the rules and regulations of the online event platform and Britain Yearly Meeting (BYM). Further details are available upon request from Events & Committee Services, Britain Yearly Meeting, Friends House, 173 Euston Road, London NW1 2BJ.
- 1.2. The participant must agree to uphold 'our community agreement' in how they behave during the event, including on social media. This includes accepting responsibility for their actions and the consequences of their choices (which may include being asked to leave the event?).
- 1.3. If you complete a registration form on behalf of another person, then you confirm that you have the authority to agree to these terms on their behalf, this means that you should make them aware of the Terms by which they are bound. This also applies to all participants sharing a device with the booker.
- 1.4. By submitting a booking form, the booker and/or participant are bound by these terms and conditions.

In person conditions

- 1.5. The participant must comply with all relevant statutes (eg environment protection), safety announcements and venue regulations while attending the event.

Online conditions

- 1.6. The participant must comply with all relevant online event platform regulations while attending the event. And any additional online event platform terms.
- 1.7. Where more than one person is sharing a device, only one booking is necessary

2. Reservations

- 2.1. Upon receipt of a completed booking form, BYM will confirm availability and a booking acknowledgement will be issued.
- 2.2. It is your responsibility to ensure that your information, including email, is up to date.
- 2.3. It is also your responsibility to cancel your reservation for any event you are no longer going to attend. This is important as it will free up the space to someone on the waiting list.

Online conditions

- 2.4. You will be able to enter any event you have booked for by using the button link that will appear in the event details on Yearly Meeting planner 10 minutes before the start of the meeting.
- 2.5. Registering for Yearly Meeting does not guarantee you access to all associated events. Space at all events is limited. To reserve a space at an event you need to add it to your personalised timetable in the Yearly Meeting Planner.

3. Session capacities and waiting lists

In person conditions

- 3.1. If the event is full, we will place you on a waiting list and let you know when a space becomes available. If a place becomes available we will contact you and give you 48 hours to book before we offer the place to someone else.

Online conditions

- 3.2. Due to the capacity of Zoom meetings, we will run a waiting list. If your plans change and you no longer plan to attend a session then please cancel your place by unchecking it in your schedule in the Yearly Meeting Planner so that it can be offered to someone else.
- 3.3. If an event is full, we will place you on a waiting list. If a place becomes available it will automatically be assigned to the person at the top of the waiting list. If you are assigned a place but no longer need it, please cancel your place by unchecking it in your schedule in the Yearly Meeting Planner so that it can be offered to someone else.

4. Payment

- 4.1. Yearly Meeting 2023 is a free event, including all associated events.

5. Context of event

- 5.1. We make every effort to run events as advertised. However, there may be occasions when we have to make changes.

- 5.2. BYM reserves the right to change the venue from the one specified when necessary. If this is the case, BYM will inform the participant as soon as possible and provide information about the revised venue.
- 5.3. BYM reserves the right to alter the content, speakers or facilitators and, without financial liability.

6. Cancellation

BYM reserves the right to cancel, postpone or otherwise alter the content or date of an event without prior notice, and without financial liability.

7. Personal Belongings

Personal belongings and items that belong to or in the possession of the participant brought onto the venue are the sole responsibility of the owner and BYM accepts no responsibility for such items.

8. Technical support for online events

- 8.1. You are responsible for the provision of and associated costs for the equipment needed to access the online event and content.
- 8.2. BYM are not responsible for the reliability, availability or speed of internet and telephone lines and/or equipment that you use to access the online event and content.
- 8.3. You are responsible for ensuring that your systems are compatible with our online event platform.

9. Access to the event

- 9.1. BYM reserves the right to refuse admission to any person or to remove any such person after the commencement of the event, including blocking them from an online event platform without any liability, if:
 - it considers in its absolute discretion, said person, to be unsuitable for admission to the event;
 - there is a failure on behalf of said person to comply with applicable law and 'our community agreement' for YMG 2023;
 - said person causes disruption at the event, threatens the safety or wellbeing (including online) of other attendees or impedes the enjoyment of the event by other participants;
 - their location and/or attire is unsuitable for a public meeting (this does not include breast feeding);
 - commits an illegal act (see points below);

- Any behaviour which constitutes repeated harassment or intimidation (for example name calling, threats, and abusive calls, emails or messages) or constitutes a hate crime (including discrimination, harassment and victimisation) are illegal and will be reported to the police;
 - The sharing of pornographic, racist, hate-motivated or other offensive content is illegal and will be reported to the police.
- 9.2. Substitute adult participants will be accepted without charge, subject to prior notification to BYM. Where possible BYM asks the booker to inform it of the alternative participant's name at least two weeks before the date of the event.
- 9.3. For substitutions to the Children & Young People's Programme, the parent or guardian must contact the Children & Young People's team to check availability and capacity in relation to the programme at least a month before.
- 9.4. You are not permitted to share links that are not in the public domain, and/or usernames, passwords with any other person(s) or make these available on a network.
- 9.5. You are responsible for all access using your user name and password, including preventing its misuse. Please let us know immediately if you think your access has been compromised.

10. Force majeure

BYM will not be liable for any failure or delay in the delivery of the event which is caused by circumstances beyond its reasonable control. Where such an event occurs, BYM's obligations will be suspended for so long as such circumstances continue or the event may be cancelled in which case the provisions of the Cancellation Clause will apply.

11. Insurance

We strongly recommend that you consider taking out cancellation insurance (such as individual holiday / travel insurance) to provide cover in the event of having to cancel your booking due to unforeseen circumstances. BYM is not able to recommend an insurance provider.

12. Accessibility

- 12.1. BYM is committed to providing access for all. We aim to hold our events using online platforms that are accessible as far as possible. However, if you fail to tell us in advance what support you need, BYM will not be liable for any associated limitations to your participation. .

13. Data Protection

- 13.1. Yearly Meeting the event and associated sessions will be available on Zoom. For more information see <https://zoom.us/privacy> Zoom keeps and accesses data from any recordings, whiteboards, chat data etc and share this information with 20+ countries. You are strongly encouraged not to share any personal or sensitive information on Zoom.
- 13.2. All participant details will be kept on our records, but we will not share your contact details with anyone except where needed for the purposes of running the event. We will not contact you about anything other than the event you're booked to attend – unless you have indicated otherwise. All data is processed in accordance with BYM's Events Privacy Notice and the [privacy policy of the provider of the Yearly Meeting Planner, Sched.com](#)
- 13.3. If you do not wish to receive any further information from us about Yearly Meeting 2023, please notify us by post, email (ym@quaker.org.uk) or telephone on 020 7663 1040.
- 13.4. If an event is being recorded you will be notified of this on arrival. In this case, if you do not wish your video to be captured you will need to turn your camera off.
- 13.5. Taking recordings or static images of sessions is not permitted, without prior consent of the organisers and affected participants. Anyone found to be doing so without said permission will be in breach of these terms and conditions and will be blocked from accessing any YMG sessions.

14. Limitation of liability

- 14.1. Except in respect of liability for death or personal injury caused by BYM's negligence (for which no limit or exclusions of liability apply), BYM's aggregate liability, whether for damages or compensation of any nature arising from the contract for the event (including as a result of negligence) shall be limited to the total sum or sums paid by the booker/participant for attendance at the chosen event.
- 14.2. BYM reserves the right to recover from you any loss or damage incurred or suffered by us, the online event platform or any other participants as a result of your behaviour at the event or breach of these terms.

15. Miscellaneous

- 15.1. BYM reserves the right to refuse admission to any person whom it considers in its absolute discretion to be unsuitable for admission to the event or to remove any such person after the commencement of the event.
- 15.2. Dogs are not allowed onsite, unless they are registered assistance dogs.
- 15.3. Any opinions expressed by speakers at any event are their own and not necessarily those of BYM.
- 15.4. BYM will not accept liability for transport disruption or individual transport disruption.
- 15.5. Any contract arising from these terms shall be governed by and construed in accordance with English law and any dispute that may arise between parties concerning these terms or any contract arising therefrom shall be subject to the exclusive jurisdiction of the English Courts.

For further information, please contact the BYM Events Team at ym@quaker.org.uk or telephone 020 7663 1040.