

## Terms and Conditions for Charity Commission Engagement Events

In booking a place on a Charity Commission engagement event you agree to the following terms and conditions and to those displayed on the [booking page](#).

1. As stated on our booking page, in line with our [unacceptable behaviour policy](#), in booking onto one of our webinars or events you agree to:
  - Behave respectfully – by contributing professionally and with courtesy towards Commission staff and other attendees. Harassment, abuse or discriminatory behaviour is not acceptable and may lead to removal from the event.
  - Participate constructively – by sharing views and asking questions in a way that fosters constructive dialogue and ensures that all attendees feel welcomed and respected.
2. You must comply with the reasonable instructions and directions given by Commission staff, and stewards and agents of the venue (where relevant) and any applicable policies and procedures of which you are notified.
3. Transfer of bookings. If you are unable to attend, you can transfer your place to a colleague within your charity/organisation. If transferring a place **up to 2 working days prior** to the event - please e-mail us on [engagement@charitycommission.gov.uk](mailto:engagement@charitycommission.gov.uk) and provide the following:
  - a. Title and date of event
  - b. Charity Name
  - c. Your Name and booking reference
  - d. Name, role, contact e-mail, phone number and any faith, dietary or access requirements of your replacement delegate (NB: we cannot guarantee to meet these requirements at short notice but will endeavour to do so)

If transferring **less than 2 working days prior** to the event, please call or text these details to: **07874 800408**

4. Cancellations - Our in-person events are popular, and we would like to give other charities on our waiting list the opportunity to

attend when spaces become available. If no one from your organisation is able to attend in your place, you must cancel your place online or by e-mailing [engagement@charitycommission.gov.uk](mailto:engagement@charitycommission.gov.uk) or text to **07874 800408** as soon as you are aware that you will be unable to attend.

5. Where an event reaches capacity, we reserve the right to limit the number of delegates per charity / organisation to two.
6. Photography by the Commission – we will be taking general photographs at in person events for the purposes of evaluation, evidence of delivery and audit, internal and external communications and promotion of the Commission's engagement work. Photographic data will be handled and stored in line with our [privacy statement](#)

If you do NOT wish to be photographed, please let a member of Commission staff know on arrival at the event.

7. Photography – Filming and photography by delegates is not permitted without prior permission. Copies of slides will be provided to delegates (for webinars a recording is provided post event). Any requests for media related photography or recordings should be submitted in advance to the Commission's press office [pressenquiries@charitycommission.gov.uk](mailto:pressenquiries@charitycommission.gov.uk)
8. Charity Commission Engagement Events are free to attend. In the unlikely circumstance that the Charities Engagement Team needs to cancel an event, we shall not be liable for reimbursing the cost of travel, accommodation or other arrangements made by individual delegates.
9. The Commission shall not be liable for any loss or damage to your property or belongings at the event.

End.