

## Speaker Reimbursement - 3 Day Event

While we understand everyone's circumstances are different, and therefore so is their need to be reimbursed, we are keen to have an open and transparent Reimbursement Policy in place for our events.

We have researched external factors including the cost of accommodation and travel and the impact of visas, as well as internal budgeting requirements and have formulated the following policy. You are not tied to requesting or accepting these amounts but they represent the **maximum** we are able to offer our speakers. Keynote speakers who do not wish to receive reimbursement are offered the option to exchange the offer into diversity tickets that we will make available to those less able to join the conference through other methods (ie speaking or purchasing a ticket).

### Right to work in the UK

We have amended what we used to offer because conferences are not allowed to pay a fee to those speakers who do not have the right to work in the UK. It is the individual speaker's responsibility to ensure they have the correct visas in place before they travel. As conference organisers we are not allowed to offer visa advice.

### Policy

The maximum expenses available here provide for travel and accommodation and represent the maximum amount we can offer to the first named speaker. However, you may request any amount you feel you will need when you submit. Please contact us if you have additional needs that may create an exceptional circumstance and that we may wish to provide additional expenses for (i.e. if you need to travel with a companion for health or communication reasons).

We offer the below expenses for the first accepted speaker on their first accepted session. Additional speaker subsidies apply from that point. We do not offer multiples of this amount if you are accepted for more than one session.

**Tier 4 - speaker coming from outside of Europe**

**Tier 3 - speaker coming from within Europe**

**Tier 2 - speaker coming from within the UK**

**Tier 1 - speaker coming from within the local area (within 25 miles)**

	<b>Keynote</b>	<b>Submitted</b>
<b>International</b>	£2,550	£1,550
<b>Europe</b>	£1,650	£650
<b>UK</b>	£1,550	£550
<b>Local</b>	£1,100	£100

### Additional Speaker Subsidies

\*For each additional curated or submitted speaker running the session we will offer a 50 percentage amount of the maximum offered for the location where the additional speaker is based, e.g if the first speaker is local and the second speaker is UK, the first speaker would be offered £100 and the second speaker £275.

### **Additional speaker subsidies apply as follows**

- 45 minute sessions, only the **first** named speaker can claim expenses - and pay no conference fees  
*If you submit a 45 minute session with 2+ speakers, all additional speakers must purchase a special low-cost ticket and cover their own expenses.*  
60 minute sessions, only the **first two** named speakers can claim expenses - and pay no conference fees.  
*If you submit a 60 minute session with 3+ speakers, all additional speakers must purchase a special low-cost ticket and cover their own expenses.*
- 90+ minute sessions, only the **first three** named speakers can claim expenses - and pay no conference fees.  
*If you submit a 90+ minute session with 4+ speakers, all additional speakers must purchase a special low-cost ticket and cover their own expenses.*

### **Note**

We allocate budget when creating the programme - if you would like to add speakers after being accepted we may not be able to cover their ticket and/or expenses (even if they would have been covered in this policy) please contact us if you have any questions or need further clarification.

### **Our Aims**

In creating this policy we are aiming to:

- Be transparent and open
- Be fair
- Provide a reasonable amount to cover the cost of travel and accommodation
- Make it possible for speakers from all walks of life to join the event regardless of their personal circumstances
- Provide a guideline of what the event can afford to pay (please remember we will always cover the cost of materials you require to run your session if it is accepted and these have been agreed in advance.)

### **Postscript**

*Running events is our livelihood. Running great events is our Passion. Doing it in a open, transparent, thoughtful and considered way is important to us. If you have feedback or can see where we could make improvements, on this policy or anything else we do, we encourage you to speak to us directly.*

*We are extremely grateful for the open, honest feedback that individuals have provided us in the past that has helped us evolve to this point and look forward to what the next step in our evolution brings.*