



Event terms and conditions

These terms and conditions apply to [British Academy](#) public events, lectures and conferences staged in London, across the UK or online. Some of our events are organised in partnership with other organisations and the T&Cs may differ from those mentioned here. Please refer to the individual event webpage for further information. Booking a place at a British Academy event constitutes your acceptance of these T&Cs and your agreement to comply with them. If you have any questions, please contact us:

Events Team
The British Academy
10-11 Carlton House Terrace, London, SW1Y 5AH
Email: events@thebritishacademy.ac.uk
Telephone: +44(0)20 7969 5264
Website: thebritishacademy.ac.uk/events

Please note that the British Academy, as a funding body, supports individuals and organisations to run their own events independently across the UK and internationally. These activities are not organised or delivered by the Academy, and attendees will need to liaise directly with the individual event organiser regarding their T&Cs.

Registration

1. Most events require advance registration. Where registration is required, you will be asked to book via a third-party provider, [Eventbrite](#). If you are not able to book online, you can call the Events Team on +44(0)20 7969 5264 to make a booking over the phone.
2. Events are staged in London (often at our venue The British Academy, 10-11 Carlton House Terrace, London, SW1Y 5AH), across the UK or online. Please check the venue on the individual event webpage before making a booking.
3. Most events are free however we do charge a fee for some. Please refer to the individual event webpage for further information. Payments can be made using a debit or credit card or paypal; payments will be processed by Eventbrite.

4. As tickets are free, people often request more than they need, so we issue more tickets than there are seats available to allow for this.

We do consider carefully how many extra tickets to issue for each event, and it is rare that we have to disappoint ticket holders, but we recommend arriving in good time. Entry into the event is on a first-come, first-served basis, and is not guaranteed.

Unfortunately, we cannot predict what time other audience members choose to arrive and therefore cannot give any specific time by which to arrive to ensure admission.

5. Where a fee is charged, concession tickets are available for the following groups:
 - Students (including under 18s)
 - Early career researchers
 - Disabled visitors
 - Unwaged / Retired

A free ticket is available for companions or carers of disabled visitors.

6. Admission to non-bookable events is on a first come, first served basis.
7. We regret that we are unable to accept bookings from under 18s; bookings must be made by a parent, teacher or guardian.

Unless specified, our events are suitable for ages 16 and above. However, for most events, younger children are welcome to attend with parental permission.

Under 16s must be accompanied by an adult. If unsure of the suitability of an event for a young person, please contact the Events Team (events@thebritishacademy.ac.uk or +44(0)20 7969 5264).

8. For Conferences run by the British Academy Events Team, we ask ticket bookers provide their Name, Affiliation (Company / Organisation / Institution) and Job Title.

In-person ticket bookers will be provided a name badge on arrival which contains their Name, Affiliation and Job Title (if provided). The purpose for this is to promote and assist networking between attendees which we feel is a key part of our academic conferences.

If you do not wish for your Name, Job Title and/or Affiliation to be displayed, please let the Events Team know.

9. If you are booking on behalf of a party, you accept these terms and conditions on behalf of all members of your party. Where required, teachers can request a copy of our event risk assessment via the Events Team (events@thebritishacademy.ac.uk or +44(0)20 7969 5264).
10. We issue e-tickets for our events. Booking confirmation will be sent via email through Eventbrite. For in-person events, you will either need to show your booking confirmation email on arrival at the venue (on your smartphone or printed out), or you can simply give your name.
11. If an event is fully booked, please refer to the individual event webpage for details about whether a wait list is available. Where available, tickets will be allocated to those on the wait list in the order that people joined, with notification sent via email.
12. It is your responsibility to check that you are signing up to attend an official British Academy event. Please make sure that any promotional adverts posted on social media link through to an official British Academy social media account, webpage or the British Academy's Eventbrite account. Please note that while there is an option to make a donation when booking, we will never ask for your credit card details to attend our free events.

Cancellation policy

1. If you can no longer attend an event – whether free or paid - please return your ticket through Eventbrite or notify the Events Team as soon as possible so that we can reallocate your ticket to those on the waitlist.

To cancel your place, please contact the Events Team (events@thebritishacademy.ac.uk or +44(0)20 7969 5264).

2. We will issue a full refund for any tickets (where a fee is charged) cancelled more than seven days before the event is due to take place. Cancelled tickets after this date cannot be refunded.
3. Should the British Academy have to cancel an event – such as force majeure - the Academy will strive to give attendees as much notice as is feasibly possible.

Where such situations arise, refunds will be issued for events where a fee is charged. Our liability in this case will be limited to the face value of your ticket(s) and we will not be able to cover travel, accommodation or other costs incurred.

4. No refunds will be provided for voluntary/optional donations.

5. No refunds will be provided if you fail to attend an event.
6. Tickets are transferable. Please contact the Events Team if you wish to transfer your place to a friend or colleague (events@thebritishacademy.ac.uk or +44(0)20 7969 5264).

Accessibility

1. We are committed to accessibility for everyone. Information about accessibility can be found on each event webpage, we encourage attendees to notify us of any accessibility and inclusion requirements at the ticket booking stage.

If you have any questions regarding this or would like to discuss particular requirements, please contact the Events Team (events@thebritishacademy.ac.uk or +44(0)20 7969 5264).

2. The Events Team monitor requests for reasonable adjustments on a daily basis (Monday-Friday) and all requests will be responded to as quickly as possible.

We ask, where possible, that attendees pass on any access requirements at least two weeks ahead of the event they wish to attend. This is due to some adjustments taking longer to organise, e.g. booking BSL interpretation.

3. For requests submitted with less than 14 days notice, we will consider the feasibility of the request. If we cannot accommodate your request, we will discuss alternatives with you and try to ensure you are able to attend the event. We endeavour - where possible - to provide the adjustments requested, regardless of the notice period given.
4. For events held at our home – 10-11 Carlton House Terrace, London - please see: [Accessibility at the British Academy](#) to plan your visit.

Attending an event / Media

1. We reserve the right to make changes to our events due to unforeseen circumstances. This includes changes to dates, times, speakers, content and the programme. Where possible, attendees will be notified about such changes ahead of the event. The British Academy will not be held liable for any changes made to the advertised event.
2. Admission to non-bookable events is on a first come, first served basis. Please note that for free, bookable events any places not taken 5 minutes before the event starts may be allocated to the returns queue (spare places for online events may be allocated to the waitlist once the event has started). We ask you to bear this in mind when planning your arrival time.

3. You will need to show your booking confirmation email on arrival at the venue (on your smartphone or printed out) or you can simply give your name.
4. All children under the age of 16 must be accompanied by an adult. The British Academy reserves the right to refuse admission to an unaccompanied child under this age.
5. Latecomers to events will be admitted if disruption is kept to a minimum for those in attendance. The British Academy does however reserve the right to refuse entrance to those who arrive late, particularly those who arrive 15 minutes after an event has started.
6. The British Academy reserves the right to refuse entry to an event if, in its reasonable opinion, your admission might:
 - be a risk to the safety of the audience and/or yourself;
 - affect the enjoyment of other attendees;
 - affect the running of the event.

In addition to refusing entry, we may also ask you to leave during an event if we deem your behaviour to be unacceptable.

Unacceptable behaviour includes, but is not limited to, bullying or harassing speakers, attendees and staff; making defamatory or libellous remarks in-person or online; acting aggressively and/or appearing to be under the influence of drink or drugs; causing damage to the venue or the online event infrastructure; sustained disruption of an event; inappropriate photography, recording or physical contact. Should you be refused admission or asked to leave you will not be entitled to a refund (where a ticketing fee applies).

7. All speakers who contribute to any of our programmes represent their own views and do not necessarily represent the views of the British Academy. The British Academy has the right to close an event if there is abusive behaviour or language or incitement to commit a breach of the peace or other crime; or where physical harm to persons; or damage to the Academy's property; or a breach of the peace is taking place or thought likely to take place. An event may also be closed if, in the opinion of the Academy's lead staff member, unlawful acts are likely to take place, or indeed are taking place, as a result of the event in question.
8. You agree to attend and participate in our events at your own risk. The British Academy does not accept responsibility for accident, injury, or loss suffered while attending an event, unless it is directly due to negligence by the British Academy.
9. Most of our public events are audio or video recorded, subject to the permission of our speakers and chairs. Available recordings can be found on the [British Academy SoundCloud](#) channel or the [British Academy YouTube](#) channel. Please contact the Events Team for details about which of our

forthcoming events will be recorded (events@thebritishacademy.ac.uk or 020 7969 5264). Event content belongs to the British Academy and must not be copied, displayed, or used without permission from the Academy.

10. By attending an in-person British Academy event, audience members consent to being filmed, livestreamed and recorded. Audience members grant the British Academy the right to use recordings of any type made of their attendance in any and all media, and by means of publicity and promotion relating to the British Academy. Teachers should ensure that appropriate parental permission is obtained before bringing students to a British Academy event.

Our camera(s) for live streamed events will be directed towards our speakers, however some sections of the audience will be in shot, and those who ask a question will be recorded. A small number of seats in our venue will not be in view of the camera(s). If you do not wish to be included in the footage, please notify a member of British Academy staff on the day.

11. Where photography of audience members will take place, clear signage will be displayed at the event. Those not wishing to be included in any footage will be asked to notify staff on the day. All other attendees grant the British Academy the right to use photographs of their attendance in any and all media, and by means of publicity and promotion relating to the British Academy. For those under 18 years, we will seek consent from a parent or guardian before taking a photograph where the child or young person is the main subject of the picture.
12. For online events staged on Zoom Webinar or YouTube, only speakers will be video recorded. Attendees should however note that if they ask a question via the Zoom Webinar Q&A tab/YouTube chat, then their contribution might be included in the event recording (your name and question – as read out by an event chair – will be included). You can ask a question anonymously via the Q&A tab on Zoom Webinar if you would prefer not to share your name.
13. For online events staged on Zoom, speakers and attendees with their cameras on will be video recorded. Attendees should also note that if they ask a question (either in writing or verbally), then their contribution might be included in the event recording. If you raise your hand and are invited to ask a question by the event chair, you will be video recorded. If you submit a question via the chat tab, your name and question – as read out by an event chair – will be included (unless you submit anonymously).
14. All electronic equipment, especially mobile phones, must be set to silent at in-person events. At events staged on Zoom, videos should be turned off where requested and microphones should be muted, unless attendees are invited to speak by the chair. Attendees should not take pictures or record speakers and/or attendees without their permission.

Terms specific to in-person events

1. We issue e-tickets for most of our events. Booking confirmation will be sent via email or can be found via Eventbrite. You will either need to show your booking confirmation email on arrival at the venue (on your smartphone or printed out) or you can simply give your name.
2. Unless otherwise stated, doors open approximately 30 minutes before the advertised start time.
3. All events are staged in line with the [government's COVID-19 guidelines](#) and our [venue's COVID-19 guidelines](#). Measures are subject to change in accordance with government guidance; attendees will be notified of any changes prior to their visit.

Terms specific to online events

1. Most of our online events take place on Zoom Webinar, Zoom, or YouTube. A link to join or view the event will be sent to you in your booking confirmation email and event reminder emails. These will be sent via our Eventbrite account.
2. Before booking a place, it is your responsibility to ensure that you have the required equipment, software and sufficient network access to take part in the online event.
3. Attendees will be provided with the Events Team's contact details in their booking confirmation email and reminder emails. If you have issues accessing the event, please contact the events team.

Where possible, we suggest joining the event on a computer rather than a tablet or a phone. If your video or sound is patchy or breaking up, we suggest closing any other programmes or apps using the internet on your PC, mobile or tablet. Try turning Wi-Fi off on other devices (for example your phone or other computers or tablets), and if possible, move closer to the Wi-Fi router. It is acknowledged that it may not be possible to solve all issues as these can be based on the participant's equipment, software and quality of their network access/provision.

4. Although the equipment and connections for our chairs/speakers are tested for sufficient functionality ahead of every event, the British Academy cannot be responsible for equipment, software and network issues affecting the speakers/chairs during the live event. Should the event not be able to go ahead as a result of technological issues, we will try to reschedule the event for another day; attendees will be notified via email regarding whether this is possible.

Events on Zoom and Zoom Webinar:

5. To join the event simply click the link in your confirmation or reminder email shortly before the event start time. You may be asked to enter your email address and name upon entering the event. Attendees don't have to enter their

full name, or real name, if they would prefer not to share their personal data.

6. You might be asked to log in to Zoom to access some events. It is therefore advisable to create a free Zoom account (if you do not already have one) at least 15 minutes before the event starts. You may also want to download the desktop or mobile app ahead of the event. You can download the app for mobile and tablet from your app store, and you can then set up an account inside the app. To download for a laptop or PC, you will need to visit [Zoom](#) - a 'Sign up' button to create an account will be on the homepage. By signing up to use Zoom, you agree to their [terms and conditions](#).
7. Zoom regularly provides updates to release new features and fix bugs. It is recommended that you ensure your Zoom app is up to date to avoid any technical issues. Please visit Zoom for instructions on [how to check for the latest updates](#).
8. Events will open a couple of minutes before the advertised start time. If you click the event link before this time you will be held in a queue and admitted automatically when the event begins.
9. On Zoom Webinar, event attendees can pose questions for the speakers using the Q&A tab on the screen. Selected questions will be read out by the event chair. If you submit your question publicly, the chair might read out your name when sharing your question (unless you submit anonymously). You can choose to enter your question anonymously if preferred. On Zoom, event attendees can pose questions using the chat tab, and they might also be invited to pose questions by raising their hand. Attendees should not unmute and ask their question unless they are invited to do so by the chair.

Events on YouTube:

10. Events hosted on YouTube require no pre-booking – you simply need to click the link on the relevant event webpage which will take you to the event on our YouTube channel. The event will start automatically at the allotted time.
11. Some events hosted on YouTube will involve a Q&A segment. If the speaker can take questions, you will see a pinned comment from the British Academy underneath the video which will invite viewers to post a question with instructions for where and how to do this.

Evaluation

1. After most events, attendees will receive an evaluation survey via email. The British Academy receives public funding from the Department for Business, Energy, and Industrial Strategy (BEIS), Wellcome Trust and other partners.

As part of our funding obligations, we collect anonymous feedback from event attendees to measure how we are meeting our funding objectives. Feedback is collated as statistical data, with headline statistics shared with BEIS twice a

year. Information is held on SmartSurvey. For more information on how SmartSurvey processes your data, please see their [privacy policy](#).

Personal Data

1. The personal data you provide to us at the booking stage is being collected so that we can:
 - administer the event efficiently,
 - contact you with important updates about the event,
 - ensure that your accessibility requirements are accommodated,
 - ensure that your dietary requirements are accommodated (where relevant),
 - process your ticket fee or donation,
 - notify event partners or individuals shaping the event about the event guest list (N.B. only your name and job title/organisation will be shared. Your contact details will never be shared),
 - and to pass on an evaluation survey after the event.

Your personal data will only be used by the British Academy for this purpose, and it will be securely deleted within six months of the event ending. This privacy information does not apply to the processing of your personal data by Eventbrite which will be governed by their [privacy policy](#).

Privacy notice

1. The British Academy is committed to protecting and respecting your privacy. The personal data you provide to us when booking an event is collected so that we can:
 - administer the event efficiently,
 - contact you with important updates about the event,
 - ensure that your accessibility requirements are accommodated,
 - ensure that your dietary requirements are accommodated (where relevant),
 - process your ticket fee or donation,
 - notify event partners or individuals shaping the event about the event guest list (N.B. only your name and job title/organisation will be shared. Your contact details will never be shared),
 - and to pass on an evaluation survey after the event.

Your personal data will only be used by the British Academy for this purpose, and it will be securely deleted within six months of the event ending. Please take the time to read our [privacy policy](#).

This privacy information does not apply to the processing of your personal data by Eventbrite which will be governed by their [privacy policy](#).

For events hosted on Zoom, attendees agree to Zoom's [terms and conditions](#). And for those who opt to give anonymous feedback about the event, please read SmartSurvey's [privacy policy](#) for information about how they process your data.

By making a booking for a British Academy event, you consent to such processing by us. If you have any questions or concerns about how we use your personal data, please contact the British Academy's Data Protection Officer at dpo@thebritishacademy.ac.uk.

Events that supersede these terms and conditions

1. Some special events have Terms and Conditions for booking and attendance that supersede the ones given here. In those cases, we will inform you of the new Terms and Conditions on booking.