

# Ethical Events

The Bevan Foundation organises a varied programme of events - seminars, conferences and lectures - which enable people in Wales to explore new ideas and exchange good practice. We aim to be ethical in how we do this.

## Our Agendas

The agenda at each event is carefully compiled to offer a coherent approach to the subject. The agenda seeks to strike the right balance between expert input and participant discussion.

## Speakers

Our speakers are selected solely because of their expertise and skills.

We understand that some people do not work for organisations that can cover their costs, such as people who are self-employed or work for social enterprises, and so if required we pay speakers a fee and their reasonable expenses. We are also happy to recognise the generous contribution of speakers' expertise in other ways e.g. by offering a free place for a colleague or including literature in delegate packs. In this way, we are able to choose the very best contributors.

Very occasionally circumstances beyond our control may affect arrangements, so we reserve the right to make changes to the programme and venue.

## Our charges

Many of our events are **free** thanks to the generosity of funders or sponsors.

When we do charge a fee, it is the minimum necessary to cover speaker costs, venue and catering, equipment and resources, and staff time. We do not seek to make a profit - any surplus we might make supports the work of the Bevan Foundation for the benefit of people in Wales.

When we do charge a fee, we do so fairly. We do not offer free places to government officials or politicians whose organisations are well-funded compared with many others. We may be able to offer a limited number of reduced-fee places to post-graduate students, unfunded individuals and very small charities - please ask if you would like such a place.

If you cannot attend an event, we allow substitution of delegates at any time. You may also cancel your booking in writing and receive a refund (minus £10 plus VAT admin fee) more than 7 days before an event. We regret that we cannot refund bookings if cancellations are

made 7 days or less before the event, or for no-shows or cancellations not received in writing.

## Equality and diversity

We aim for contributors and participants who reflect the diversity of Wales' people, including a fair gender balance.

Wherever possible, events will be held in accessible venues. We will endeavour to make arrangements for any participants with additional needs, e.g. large print materials.

## Welsh language

We support the use of the Welsh language on an equal footing with English. We aim to provide the majority of delegate information bilingually and, if requested and subject to funding, aim to enable oral contributions in Welsh and English.

## Sustainability

We aim for our events to be sustainable. We seek venues that are accessible by public transport and provide details of train / bus travel as well as access by car.

We request that venues offer Fairtrade tea and coffee and avoid unnecessary packaging but cannot guarantee availability. At least 50% of food provided will be vegetarian and we are happy to make arrangements for delegates with other dietary requirements if notified in advance.

## Event materials

With the agreement of speakers, we make presentations available to delegates after the event. As delegates' needs and interests vary, we do not provide an event summary. Particular points of interest may be featured in online articles, which are available to anyone who is interested free of charge.

## Evaluation and feedback

We welcome comments and suggestions from delegates. We usually seek feedback at the event or afterwards via short surveys, or delegates can get in touch with us at any time.

Bevan Foundation, 145s High Street, Merthyr Tydfil, CF47 8DP

01685 350 938 | [info@bevanfoundation.org](mailto:info@bevanfoundation.org)

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