

## **Linnean Society of London: Event Terms & Conditions**

*These Terms & Conditions apply to all events organised by the Linnean Society, irrespective of type of event, format, location and whether they are online or physical.*

### **Booking tickets**

- The Linnean Society will process the personal data of ticket holders in order to pursue our legitimate interests of keeping them updated on events that they book.
- Tickets for Linnean Society events are booked online via Eventbrite, which is a third-party organisation. Users will be asked to register with this service and create an account with a unique email and password. All personal information pertaining to the use of this service is governed by the Eventbrite privacy policy: [www.eventbrite.com/privacypolicy](http://www.eventbrite.com/privacypolicy).
- It is the responsibility of those booking tickets to check that the tickets issued by Eventbrite are accurate, and that no errors were made when entering personal details. The Linnean Society cannot not be held responsible for any inconvenience caused by the submission of incorrect information, nor can we give refunds for tickets purchased accidentally.
- The Linnean Society reserves the right to send emails relating to events that individuals have booked. Those interested in receiving information about other events should sign up to our email list [here](#). Data held on our mailing list will be held in line with our privacy policy. We use a third-party service to administer our email marketing campaigns. Their privacy policy can be found [here](#).
- If booking on behalf of a party of people, the person making the booking accepts these terms and conditions on behalf of all members of the party, and is responsible for any payments due.

### **Event partners**

- Occasionally the Linnean Society organises events in partnership with third-party organisations that may be based in the UK or overseas. We reserve the right to share clients' contact details with these organisations for the sole purpose of providing clients with information about the event.

### **Event changes, ticket cancellations and refunds**

- The Society may have to make changes to speakers, and to the content, timing, and venue of events and/or switch to an online format. We will make reasonable efforts to contact audience members to inform them of any changes.
- If a ticket holder is no longer able to attend an event, we politely ask them to cancel their Eventbrite booking. Our events are often over-subscribed, and a cancellation may enable someone on the waiting list to attend. To cancel a booking, ticket holders will need to log into their Eventbrite account.
- If a ticket holder has paid a fee for their ticket, the Linnean Society will guarantee a refund only if the event is cancelled by us. We cannot give refunds for any other associated expenditure incurred by the ticket holder (e.g. pre-booked train fare).

### **Age suitability**

- Our public events are generally suitable for ages 15 and above, although some events organised by our Education team may appeal to younger age groups. Under 15s must be accompanied by an adult. If someone is unsure of the suitability of an event for a young person, please contact [events@linnean.org](mailto:events@linnean.org).

### **Safeguarding**

- The Linnean Society is committed to safeguarding the welfare and wellbeing of children and vulnerable adults.
- Safeguarding is everyone's responsibility and anyone who has a concern over the welfare of a child or vulnerable adult at an event has a duty to report this without delay either by email ([safeguarding@linnean.org](mailto:safeguarding@linnean.org)) or to a member of staff at a physical event, who are readily identifiable with badges. All concerns and allegations of abuse and/or neglect will be taken seriously and responded to swiftly and appropriately.

### **Freedom of speech**

- The Linnean Society is a hub for the communication of science through interdisciplinary learning and engagement, and we encourage open and inclusive debate and discussion of topics relating to the vision of the Society.
- All speakers who contribute to any of our programmes represent their own views and do not necessarily represent the views of the Linnean Society.

## Code of conduct

- The Linnean Society of London is committed to providing a professional, safe, friendly and welcoming environment to all participants in all events including our lectures, tours, workshops and conferences.
- We ask that all participants to our events interact with others in a fair, polite, inclusive and open manner.
- We will not tolerate any form of intimidation, harassment, abuse, discrimination and/or derogatory or demeaning speech or actions. We actively encourage all forms of diversity and will not tolerate any harmful or prejudicial verbal or written comments or visual images with harmful or prejudicial content related to gender, sexual orientation, race, religion, disability or other personal characteristics, including those protected by law.
- We reserve the right to refuse admission to the venue if a member of the public is considered a risk to the safety of the audience and/or themselves, and/or affect the enjoyment and/or running of the event.
- An audience member can be refused admission if, for instance, they act aggressively and/or appear to be under the influence of alcohol and/or drugs. We may also request them to leave before or during the event for any of the reasons given above, or for sustained disruption of the event. Should an audience member be refused admission or requested to leave, they will not be entitled to a refund.
- If an audience member is attending an event and witnesses any harassment and/or disruptive behaviour, this person should report this behaviour either by email ([info@linnean.org](mailto:info@linnean.org)) or in person to a member of staff at physical meetings, who are readily identifiable with badges.

## CCTV

- CCTV is used onsite to dissuade and identify theft and damage to property. Visitors are responsible for their own personal items when onsite and it is recommended that they keep valuables with them at all times. The Society provides a limited number of lockers onsite for guests to securely store personal items. Large personal items such as suitcases are not permitted to be left at reception.

## Right to search

- At physical events, we reserve the right to search bags to help ensure everyone's safety.

## Latecomers

- If an audience member is late to a physical event, we will endeavour to seat them, as long as there is sufficient space in the room, and it causes no disruption to the event.

However, we reserve the right to refuse admission if the person does not arrive before the start of the event. We also reserve the right to re-allocate/re-sell the ticket to those on the waiting list if the person has not arrived by the start of the event.

### Filming and recording

- By attending a Linnean Society event, audience members consent to being filmed, livestreamed, recorded and/or photographed. Audience members grant the Linnean Society the right to use recordings of any type made of their attendance in any and all media.
- The unauthorised use of photographic, sound or film equipment in the venue is strictly prohibited. If you wish to use this equipment, please contact [events@linnean.org](mailto:events@linnean.org) at least 48 hours before the start of an event. Copyright is assigned to the Linnean Society for any recordings or images of events produced by the Society. Unauthorised recording may result in content being destroyed and removal from the event without a ticket refund.
- The terms of use of mobile phones for the purposes of social media updates will be clarified at the beginning of each event.

### Covid precautions

- When attending a physical event indoors at the Linnean Society headquarters or partner event locations, audience members accept the risk of indoor covid transmission. Depending on government guidelines and/or the covid positivity rates, we may request audience members to wear a mask and/or take a lateral flow test before arrival. In this instance, we will inform audience members of these requirements when booking tickets.

