

Bond Conference and Awards 2019

FAQs

1. When and where is the conference taking place?

Monday 18 – Tuesday 19 March 2019

Queen Elizabeth II Conference Centre

Broad Sanctuary, Westminster, London SW1P 3EE

Tel: +44 (0)20 7798 4000

2. When and where are the awards taking place?

Monday 18 March 2019, early evening

Queen Elizabeth II Conference Centre

Broad Sanctuary, Westminster, London SW1P 3EE

Tel: +44 (0)20 7798 4000

3. How do I get there?

Located in Westminster, London.

Nearest tube stations:

- Westminster – 6 mins walk (Circle, District and Jubilee lines)
- St James Park – 4 mins walk (Circle and District lines)
- Victoria Station – 14 mins walk (Victoria and Bakerloo lines)

4. Can you help me with hotels and travel to the conference?

Bond cannot help with hotels or travel. Please contact Diversity Travel agency who can advise you on the nearest hotels and help with any travel arrangements should you need this.

- Please ask to speak to the **MAPLE TEAM**
- And state you are attending **the BOND CONFERENCE**, so that they can advise on the nearest hotels.

T: +44 (0)161 235 5413

www.diversitytravel.co.uk

5. If I can't find the answer in this document, who do I contact at Bond?

Please contact one of the following people at Bond:

- Programme, speakers' queries and awards queries
Lena Bheeroo, events manager, lbheeroo@bond.org.uk, +44 (0)20 7050 4997
- General event and Awards queries
Rosie Jones, events assistant, rjones@bond.org.uk, +44 (0)20 7050 4801
- Press/media queries
Maryam Mohsin, media manager, mmohsin@bond.org.uk, +44 (0)20 7050 4991
- Sponsorship and Exhibition queries
Iona Stirling-Herbert, sales and exhibition adviser, istirling@bond.org.uk, +44 (0)20 7050 4992
- Membership queries
Dan Metcalf, marketing and CRM adviser, dmetcalf@bond.org.uk, +44 (0)20 7520 2707

6. Questions about the fee

- The annual conference and exhibition is not a free event. Bond membership fees cover access to many areas of Bond's work such as the international development awards, working groups as well as a large number of other free members' events and workshops. We charge delegates and work with sponsors and exhibitors. The income raised covers the cost of the event including the considerable amount of staff time organising and running it.
- The super early bird rate applies to bookings made by 18 November 2018 23:59.
- The early bird rate applies to bookings made by 31 December 2018 23:59.
- Large members and non-members (from not-for-profit organisations) have access to a super early bird and early bird rate.
- There is a standard rate for corporate organisations – i.e. no early bird
- We have set a lower rate for small members that is available all throughout the booking period
- Independent consultants and freelances have a set lower rate throughout the booking period
- Sponsors and exhibitors who want to buy extra delegate places get 25% off the relevant ticket type
- Conference speakers get a free place for the day that they are speaking

- Conference speakers do not get any free additional places, unless they require assistance at the Conference
- Working group chairs do not get a free place at the conference

2019 Ticket Prices	One day ticket	Two day ticket
Super early bird prices: (29 Oct – 18 Nov)		
Super early bird – Large member (>£2m annual expenditure)	£215	£315
Super early bird – Non-member (not-for-profit)	£345	£445
Early bird prices: (19 Nov – 31 Dec)		
Early bird – Large member (>£2m annual expenditure)	£275	£375
Early bird – Non-member (not-for-profit)	£395	£495
Standard prices (from 1 Jan 2019 onwards)		
Small member (<£2m annual expenditure) – flat fee throughout booking period	£195	£295
Individual consultants/freelancers	£275	£375
Large member (>£2m annual expenditure)	£325	£445
Non-member (not-for-profit)	£425	£525
Non-member (corporate/for-profit)	£525	£625

7. Questions about group discounts

- Group discounts apply to bookings made after the super early bird period i.e. from 19 November
 - Bookings for 3 to 9 places will receive a 20% discount which is automatically applied at the checkout*
 - Bookings for 10 or more places will received a 25% discount which is automatically applied at the checkout*
 - All bookings must be made by the lead booker, at the same time, as we cannot retrospectively apply any discounts - you will be unable to log back in and add any additional bookings
- * Group discounts don't apply to individual consultant / freelancer rates.*

8. Other discounts

- International Bond members receive 20% off when making a non-group booking, i.e. between 1 to 3 places, to help alleviate travel and accommodation costs (only applies to the small member and large member tickets)
- International organisation, who are not Bond members, receive 15% off when making a non-group booking, i.e. between 1 to 3 places, to help alleviate travel and accommodation costs (applies to non-member-not-for-profit and non-member-corporate tickets)
- Post-graduates wishing to attend, can request 50% off

9. Who is this conference for?

- From junior professionals to chief executive officers working in the international development and humanitarian sectors across many jobs titles.
- Our audience is growing year on year and ranges from NGOs, politicians, government officials, think tanks, academics, businesses working with civil society organisations and many more.

10. Who are the exhibitors? From what sectors?

- We will be updating our website and adding exhibitors every day, please look here: <https://www.bond.org.uk/conference>
- All our suppliers to the international development and humanitarian sectors

11. When will the exhibition hall be open each day?

- 08:30 – 17:30 both days

12. I only want to attend one day, is that possible?

- It is a two-day conference, but you can choose to attend just Monday or Tuesday for a reduced rate. Just select the preferred option on the registration site.

13. I booked a two-day ticket but cannot attend day two, can I split my ticket?

- Unfortunately, you will not be able to split a two-day ticket between two colleagues as stated in the terms and conditions.

14. Who do I contact about sponsorship and exhibition opportunities?

- Please contact Iona Stirling-Herbert at istirling@bond.org.uk or +44 (0)20 7050 4992

15. Can my company become a conference sponsor?

- Please contact Iona Stirling-Herbert at istirling@bond.org.uk or +44 (0)20 7050 4992

16. Can I receive a list of participants in advance of the event?

- No, due to data protection we are not able to share this information. We have a free app available, where delegates can connect before and during the conference, if they wish to do so.

17. What is in place for special needs and requests?

- The venue is fully wheelchair accessible and hearing loops are available on request. We also work with BSL signers. If there are any other requirements, please let us know.

18. Is there funding available to help with travel/accommodation/registration costs?

- Funding is not available; visa invitation letters are available on request. We have introduced discounts for international delegates, please get in touch with our bookings team.

19. Will I receive a certificate of attendance?

- Unfortunately, we are unable to provide this.

20. What are the cancellation and refund policies?

- All cancellations/refunds must be made by contacting bookings@bondconf.org.uk.
- If you request a cancellation/refund before 23:59 Sunday 3 February 2019, you will receive a full refund.
- If you request a cancellation/refund between Monday 4 February 2019 and 23:59 Sunday 3 March 2019, you will receive a 50% refund of your ticket price
- If you request a cancellation/refund after Monday 4 March 2019, you will not be eligible for a refund.
- If you cannot attend the event, you may arrange for someone else from your organisation to take your place at no additional cost.
- If you have booked a two-day ticket, you will be unable to split the ticket between two delegates across two days.
- If you have booked a two-day ticket and wish to split the ticket between two delegates across two days, we will change your booking to two one-day passes and charge you for the outstanding amount. Your place will then be unconfirmed until we have received the payment for the amended booking.

	Up to 6 weeks before event	2–6 weeks before event	Less than 2 weeks before event
Cancellations	Full refund	50% refund	No refund

21. Will lunch be provided?

- Yes, lunch is provided as well as refreshments throughout the day. There is a drinks reception after day one. Please inform us of any dietary requirements on the registration form.

22. Is there free WiFi in the conference centre?

- Yes

23. Is there parking on-site?

- No, there is no car parking on site

24. Is there anywhere I can leave my luggage at the venue?

- Yes, there's a cloakroom available