



PUBLIC SPEAKING POLICY

Staff Equality Networks Ltd.

This public speaking policy outlines Andrea Knowles' terms for all engagements, including payment, cancellation terms, content rights, and expectations for accessibility and inclusion. It ensures professionalism, clarity, and safety while protecting Andrea's voice, values, and identity as a Black, queer, disabled speaker and advocate.

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Public Speaking Policy

1. Purpose

This policy outlines the terms and expectations for all public speaking engagements delivered by Andrea Knowles. It is intended to ensure professionalism, clarity, and mutual respect between the speaker and the client or event organiser.

2. Scope

This policy applies to all speaking engagements, including keynote speeches, panel appearances, webinars, workshops, guest lectures, and facilitated discussions delivered by Andrea Knowles in any personal, professional, or organisational capacity.

3. Booking Process

- All booking requests must be submitted in writing via email or online form.
 - Each booking must include: date, time, format, expected audience, duration, location (if applicable), and key topics/themes.
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4. Payment Terms

- Full payment is required no later than 7 calendar days before the agreed speaking engagement date.
 - Payment secures the booking and confirms Andrea's availability for the event.
 - Late payment may result in cancellation or rescheduling at the discretion of the speaker.
 - Preferred payment methods include [insert methods, e.g. bank transfer, PayPal, invoice processing portal].
 - Invoicing will be provided upon request and must be settled within the specified terms.
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5. Cancellations and Refunds

- If the client cancels within 14 days of the event, 50% of the agreed fee is non-refundable.
 - If the client cancels within 7 days of the event, 100% of the fee is non-refundable.
 - If Andrea cancels due to illness or emergency, all fees will be refunded or the event rescheduled at no additional cost.
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6. Content and Representation

- Andrea retains creative control over the delivery and framing of content, in line with the agreed theme and audience.
 - Any request to record, broadcast, or distribute the content must be agreed upon in advance in writing.
 - Andrea speaks from her lived experience as a Black, queer, disabled woman, and all engagements must align with inclusive, respectful values. Hate speech, discriminatory platforms, or unsafe environments will not be tolerated.
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7. Travel and Accommodation

- Where applicable, travel, accommodation, and subsistence must be arranged or reimbursed in addition to the speaking fee, unless otherwise agreed.
 - All arrangements must be confirmed no later than 7 days prior to the event.
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8. Publicity and Use of Name

- Andrea's name, photo, biography, and organisational affiliations may be used in promotional materials with written permission.
 - Final versions of all marketing or promotional materials must be shared in advance for approval.
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9. Code of Conduct

- Andrea reserves the right to withdraw from any event that fails to uphold basic standards of dignity, safety, and inclusion.
 - Organisers must ensure accessibility (e.g., step-free access, BSL interpreters, quiet rooms) where applicable.
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10. Contact

For all booking inquiries, please contact:

 andrea@staffequalitynetworks.co.uk

 www.staffequalitynetworks.co.uk

 07904 113 811
