

# **BNG Event Policy**

# **REGISTRATION | ATTENDANCE | CANCELLATION**

At BNG – Brussels New Generation, we are committed to organizing engaging and inclusive events for our community members. To ensure fairness and efficiency in event management, we have established the above guidelines for event registration, attendance, and cancellation.

We extend our sincere appreciation to our community for their understanding and cooperation in upholding these guidelines. By working together, we can ensure that all members have the opportunity to participate in our events and contribute to the continued growth and success of our platform.

## 1. EVENT INFORMATION

The primary channel for information about upcoming activities and events is our mailing lists. Please note that BNG maintains two separate lists:

- a general mailing list for those who express an interest in being informed about BNG activities;
- a members-only mailing list, providing BNG members with early access to event information, the monthly BNG newsletter, and more.

Additional event announcements are shared through our social media platforms, including LinkedIn, Instagram, and (soon) WhatsApp. To ensure you do not miss out on upcoming events, we recommend:

- subscribing to the appropriate BNG mailing list;
- following BNG on all social media platforms to increase your chances of seeing event announcements;
- activating notifications for BNG's social media profiles (generally done by clicking the 'bell' icon) to receive real-time updates whenever we post something.

## 2. FIRST-COME FIRST-SERVED

Priority is always given to BNG members, even for events open to non-members.



Due to the high demand for our events, registration operates on a first-come, first-served basis.

While we strive to accommodate as many attendees as possible, it may not be feasible to accommodate all requests due to the venue's capacity.

## 3. EQUAL OPPORTUNITY

In the spirit of fairness, priority (even among members) may be given to individuals who have not previously attended BNG events. We strive to ensure equal opportunities for event participation while balancing the benefits of membership.

### 4. REGISTRATION AND CONFIRMATION

Please note that we keep the registration link open for a few days, even when we have reached the maximum number of registrations permitted by the event venue. This system allows people to be on a waiting list.

But it means that registering does not guarantee automatic attendance: you need to receive a confirmation email (normally sent out a few days before the event).

## 5. TARGET AUDIENCE

Our community is specifically tailored for young professionals in Brussels.

While we welcome everyone (regardless of age, nationality, ethnicity, language, disability, gender, sexual orientation, religion, or political belief), our events are targeted toward individuals in the working population of Brussels under the age of 35.

So, we kindly request attendees to provide accurate age information during event registration to ensure that our events align with the intended audience. Your cooperation in adhering to this guideline is greatly appreciated as we strive to maintain the integrity and relevance of our community events.

## 6. ACCREDITATION



An accreditation desk is generally set up for BNG events, where you will be required to show your ticket or confirmation email.

### 7. PHOTOS AND VIDEOS

Filming and/or photography may take place at BNG events for promotional and archival purposes. The photographs and recordings made are likely to appear on our website and social media. By registering for our events, you consent to this.

### 8. APPROPRIATE BEHAVIOUR

Within the framework of BNG, we hold the principles of respect, integrity, and decency in the highest regard. As such, we explicitly require all participants to maintain decent behaviour at all times during our events.

This standard is non-negotiable and is essential to fostering a positive, inclusive, and safe environment for everyone involved. We reserve the unequivocal right to exclude any participants who fail to adhere to these principles, either on a temporary or permanent basis.

Our commitment to these values is unwavering, and we believe they are fundamental to the success of our events and the development of our participants.

### 9. DATA PROTECTION

BNG is committed to complying with the General Data Protection Regulation (GDPR) requirements: personal data are retained only for as long as necessary and are securely deleted or anonymized once they are no longer needed. For further information, please consult our Privacy Policy.

### **10. CANCELLATION**

We understand that unexpected commitments may arise, but we kindly request registrants to inform us via email of their inability to attend at least 24 hours before the event. This allows us to allocate their place to someone on the waiting list.



Failure to adhere to the cancellation policy may result in the individual being unable to attend the following two events organized by BNG.

## **11. QUESTIONS AND INQUIRIES**

For any questions about registration, attendance, and cancellation, please reach out to events.officer@britcham.eu.