

## **BNG Event Policy**

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

### **Registration and Attendance**

- **Event Information:** The primary channel for information about upcoming activities and events is our mailing list, which boasts over 1000 subscribers. Additional channels include Social Media platforms such as LinkedIn, Twitter, Instagram, and (soon) WhatsApp. It is worth noting that subscribers to the mailing list (or social media followers) often forward event information, causing news to spread rapidly. Consequently, events are typically fully booked within the first two hours after the initial email is sent.

To ensure you do not miss out on upcoming events, we recommend:

- Subscribing to the BNG mailing list, as this is where we share information first;
  - Following BNG on all social media platforms to increase your chances of seeing event announcements (in case the algorithm does not show you the information posted on one platform, you have more chances to see it on another platform);
  - Activating notifications for BNG social media profiles (generally you can do that by clicking on the 'bell' icon) to receive real-time updates whenever we post something.
- **First-Come-First-Served Basis:** 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.
- **Registration Process:** 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). BNG reserves the right to provide priority to individuals.
- **Target Audience:** Our community is specifically tailored for young professionals in Brussels. While we welcome everyone (regardless of their 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. Therefore, 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.
- **Registration:** An registration desk is generally set up for BNG events, where you will be required to show your ticket or confirmation email.

- **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.
- **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 and by registering for our events. Should a problem arise, please contact [commercial.officer@britcham.eu](mailto:commercial.officer@britcham.eu)
- **GDPR Compliance:** 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 anonymised once they are no longer needed.

### Cancellation

- **Notification Requirement:** 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, by writing to [commercial.officer@britcham.eu](mailto:commercial.officer@britcham.eu). This allows us to allocate their place to someone on the waiting list.
- **Imposition:** Failure to adhere to the cancellation policy may result in the individual being unable to attend the following two events organised by BNG.

### Questions and Inquiries

For any questions about registration, attendance, and cancellation, please reach out to [commercial.officer@britcham.eu](mailto:commercial.officer@britcham.eu).

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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 community.

*Lastly updated on 15 March 2024*