



Speaking Engagements Terms & Conditions

Yvonne Hector-John | Finding My Plan B

<https://findingmyplanb.com/>

These Terms & Conditions are designed to support clear, respectful, and well-held speaking engagements across corporate, charity, and community settings.

They exist to protect both the Speaker and the organisation booking the work, and to ensure that each engagement is delivered with care, clarity, and shared understanding.



Who These Terms Are For

These Terms & Conditions apply to organisations, groups, and individuals booking Yvonne Hector-John to deliver talks, keynotes, workshops, panels, or facilitated conversations.

This includes (but is not limited to):

- Corporate and workplace settings
- Charities and not-for-profit organisations
- Community groups, networks, and grassroots spaces

The intention is to create a shared foundation of expectations so that each engagement can be delivered in a way that is ethical, inclusive, and emotionally informed.



Plain-English Summary (At a Glance)

- Details of each session will be agreed in advance, in writing.
- Fees and payment terms will be confirmed before delivery.
- Reasonable notice is required for cancellations or changes.
- The Speaker retains ownership of all content and materials.
- Recordings are for internal use only unless otherwise agreed.
- The work is reflective and educational, not therapy.
- All parties are expected to act with respect, care, and professionalism.



Full Terms & Conditions

1. About These Terms

These Terms & Conditions apply to all speaking engagements, keynotes, workshops, panels, and consultancy services delivered by Yvonne Hector-John (“the Speaker”), whether delivered online or in person, for corporate, charity, or community organisations.

By booking the Speaker, the booking organisation or individual (“the Client”) agrees to these Terms & Conditions.

2. Scope of Engagement

The specific details of each engagement (including title, format, duration, platform, audience, and delivery method) will be agreed in writing in advance via email or contract.

Unless otherwise stated, speaking engagements may include:

- One keynote, talk, workshop, or facilitated session
- Reasonable preparation time
- One to two planning meetings if required
- Delivery of agreed presentation materials

Any additional services must be agreed separately in writing.

3. Fees and Payment

Fees will be agreed in advance and confirmed in writing.

- All fees are payable in GBP (£)
- Unless otherwise agreed, invoices are payable within 30 days of receipt
- Fees are not subject to VAT unless stated otherwise

Late payment may result in postponement of services or the withholding of materials until payment is received.

4. Cancellation and Rescheduling

- More than 7 days' notice: no cancellation fee
- Less than 7 days' notice: 50% of the agreed fee will be payable

Where possible, rescheduling will be discussed in good faith and is subject to availability.

If the Speaker must cancel due to unforeseen circumstances, the Client will be offered either a rescheduled date or a full refund of any fees already paid.



5. Recording and Intellectual Property

All content, materials, and presentations created by the Speaker remain the intellectual property of the Speaker.

Unless otherwise agreed in writing:

- Recordings may be made for internal use only
- Recordings may be shared internally via secure, staff- or member-only platforms
- Any external use requires prior written permission and may incur an additional licensing fee.

6. Use of Name and Likeness

The Client may use the Speaker's name, biography, and approved images solely for the purpose of promoting the agreed event.

Any additional use requires prior written consent.

7. Duty of Care and Nature of Content

The Speaker's work is reflective, educational, and rooted in lived experience. It does not constitute therapy, counselling, or medical advice.

The Client is responsible for ensuring appropriate safeguarding, clear communication about the nature of the session, and a respectful, inclusive environment for attendees.

8. Confidentiality

Any sensitive information shared during planning or delivery will be treated with respect and confidentiality.

Recording, quoting, or sharing content outside the agreed terms is not permitted without prior consent.

9. Governing Law

These Terms & Conditions are governed by and construed in accordance with the laws of England and Wales.

10. Contact

For booking enquiries or queries relating to these Terms & Conditions, please contact:
findingmyplanb@gmail.com