

Convention Speaker Accommodation Policy

Keswick Ministries is committed to looking after speakers coming to the Convention each year and providing comfortable accommodation for them. At the same time, we must be good stewards of the resources entrusted to us and be mindful of the cost (and often increasing cost) of accommodation. With this in mind, this document outlines Keswick Ministries' Accommodation Policy for Convention speakers.

Keswick Ministries is aware that 'one size doesn't fit all' and if a speaker's circumstances are not covered in this policy, we will endeavour to work with the speaker to make sure their accommodation is suitable for their needs.

GENERAL POLICY:

Keswick Ministries will provide accommodation at a local hotel for the speaker and their spouse (if applicable) for the time they are involved in the Convention programme. For example:

- A speaker has been invited to do the main Bible Readings or a full seminar stream, we would provide accommodation for the full week, 7 nights.
- A speaker has been invited to do seminars on a Thursday and Friday morning and speak at Friday's Evening Celebration, we would provide accommodation from Wednesday night to Saturday morning to cover the time involved in the programme.
- Keswick Ministries will **provide all meals** for speaker and spouse. This includes breakfast at the hotel and lunch and evening meal with the KM Staff, contractors and volunteer teams.

SPEAKERS AT THE CONVENTION FOR THE FULL WEEK:

It is recognised that being involved in the programme for the full week a speaker may wish to bring their family with them. In these cases:

- Keswick Ministries **will provide** a self-catering property however, KM **will not provide** any meals and ask that the speaker and their family provide their own meals.
- In providing this a self-contained property for a whole family, this would be **in lieu** of any honorarium we would otherwise have paid to the speaker for taking part at the Convention
- The exception to this is if the speaker is involved in a lunchtime planning meeting where lunch is provided for meeting attendees.

SPEAKERS AT THE CONVENTION FOR ONLY PART OF THE WEEK:

It is recognised that some speakers, although only involved in the programme for part of the week, would like to attend the Convention for the full week, either personally or with their family. In these cases:

- KM would normally ask the speaker to book their own self-catered accommodation, and KM will provide a contribution towards the cost of this accommodation
- For 2025, we will contribute £125 per night towards the accommodation that we would otherwise be providing (see above for how we calculate the number of nights). This would be **in addition** to any honoraria we would pay to the speaker for taking part at the Convention
- In these circumstances KM will **not provide any meals** and ask that the speaker and their family provide their own meals. The exception to this is if the speaker is involved in a lunchtime planning meeting where lunch is provided for meeting attendees.

If you have any questions at all, please do not hesitate to get in touch with Carolyn (Carolyn.south@keswickministries.org) We want to make your time with us as comfortable and straightforward as possible, and would be eager to be clear from the outset and avoid any misunderstandings as we get near to the Convention taking place.

Thank you for your understanding.

[November 2024]