

## **ELIGIBILITY AND BOOKING AGREEMENT FOR “ASK THE SPEAKER”**

The parties to this Agreement are (1) the Corporate Officer of the House of Commons, and (2) your School.

Ask the Speaker is a live video call from your classroom where students can ask questions of the House of Commons Speaker, Sir Lindsay Hoyle. This programme is run and provided by the UK Parliament Education and Engagement Service on behalf of the House of Commons (and their Corporate Officers).

By submitting an application form for an Ask the Speaker session your school (being the body that submits the Booking Application Form with details as set out on that form) agrees that:

- the details provided by your School in the Booking Application Form are accurate
- in consideration for provision of an Ask the Speaker session, your School agrees to be bound by the terms of this Eligibility and Booking Agreement upon acceptance by us of your Booking Application Form

## **DEFINITIONS**

**We, us, our** means the Corporate Officer of the House of Commons, acting by the UK Parliament Education and Engagement Service.

**You, your** means any school applying for an Ask the Speaker session.

## **ELIGIBILITY TERMS**

### **School’s eligibility criteria**

1. To participate you must be a school based in the United Kingdom.
2. By submitting a Booking Application Form you agree that you are authorised to act on behalf of your School, including to provide information to the UK Parliament Education and Engagement Service and to bind your School to the terms in this Agreement. By providing your details you agree that the UK Parliament Education and Engagement Service may contact your School.
3. Your students must be within the relevant age ranges:
  - a. Ask the Speaker is open to all school students aged 7-18 years old.

## **BOOKING TERMS**

Practical requirements

4. Availability:
  - a. Ask the Speaker takes place on certain Monday mornings at 9:30-10:15am. You must be available at this time.
5. Group size:
  - a. To participate in an Ask the Speaker session, you must have a minimum group size of 20 students.

6. Your School may receive priority status for an Ask the Speaker session if:
  - a. You are a school assembly or a big group of students
  - b. Your school is located geographically far from London
  - c. Students from your School have not previously engaged with the UK Parliament Education and Engagement Service
7. You must participate in a test call. A time and date for this will be arranged by the UK Parliament Education and Engagement Service. Failure to participate will result in the cancellation of your booking, without liability to UK Parliament Education and Engagement Service, nor any obligation to rearrange the booking.
8. No television media or press etc, can be present, filming or recording your Ask the Speaker session. The Speaker's team may take photos during your session for marketing purposes, but only if your students have permission.
9. You can make changes to your Ask the Speaker session booking up until 5 working days before the session is due to take place. This will be agreed with a member of UK Parliament Education and Engagement Team. It may not be possible to rearrange your session.

### **Cancellation or termination of session**

10. The UK Parliament Education and Engagement Service reserve the right to cancel your Ask the Speaker session at any time if any of the following arise:
  - a. You are not able to secure a reliable internet connection by 5 minutes before your session is due to start
  - b. We cannot contact you on the mobile number given in your booking on the day of your session
  - c. The Speaker is unable to deliver your session due to parliamentary business
11. The UK Parliament Education and Engagement Service reserve the right to terminate your Ask the Speaker session at any time if any of the following arise:
  - a. Press or TV media are present, recording or filming at your School
  - b. The behaviour of those taking part is deemed inappropriate by, or of concern to, UK Parliament Education and Engagement Team
  - c. It becomes clear to UK Parliament Education and Engagement Service that you are not prepared for your Ask the Speaker session
12. All Ask the Speaker sessions are subject to the availability of Mr Speaker. Please note that sessions may be cancelled in advance or during without notice where matters arise requiring the attendance of the Speaker.

### **Information, data and security**

13. The personal data and data we are collecting and processing is:
  - a. Your (teacher's) name, email address, telephone number, your IP address and details of which version of web browser you are using.
  - b. Information on how you use the site, using cookies and page tagging techniques.
14. We will use your personal data to process and manage your application and evaluate the Ask the Speaker session.

### **GENERAL**

This section warns you to be careful about sending information over the Internet. It tells you that these terms and conditions might change. And it explains what will happen if something goes wrong.

15. We reserve the right to change these terms and conditions at any time by posting changes online. It is your responsibility to check that page for any updates.
16. We will not be liable for any expenses, loss, or damage, including without limitation any indirect or consequential loss or damage, that you may suffer because of or in connection with Ask the Speaker or because you have relied on the information we provided about it on our website.
17. These terms and conditions will be governed by, and interpreted in accordance with, the law of England and Wales. If there is any dispute between you and us in relation to these terms and conditions, it can only be dealt with by the courts of England and Wales.
18. Breach of these terms and conditions entitles the Corporate Officer of the House of Commons to cancel your School's booking or terminate our Agreement with your School without liability and without notice.