

**BELC Royaume-Uni 2023**  
**Terms and Conditions (T&C)**

## **1. Definitions**

### **1.1 Institut français du Royaume-Uni**

The Institut français du Royaume-Uni (hereafter referred to as IFRU) is part of the Institut français' worldwide network promoting the French language and culture by encouraging cross-cultural exchanges and cultural diversity.

In London, the IFRU is made up of the IFRU's main building (17 Queensberry Place, London, SW7 2DT) and the Language Centre (13 Cromwell Place, London, SW7 2JN) where the workshops will be held.

### **1.2 France Éducation internationale**

France Éducation internationale (hereafter referred to as FEI) is an agency under the supervision of the French Ministry of Education.

Its mission is to: increase cooperation in the areas of school education, support the teaching of French across the world and encourage international mobility.

France Education International will provide French instructors who will conduct the workshops or will validate the profile of local instructors.

### **1.3 BELC and BELC Régional**

The BELC are internationally recognised workshops that take place in France for teachers, course leaders and educational managers to offer them the opportunity to develop their professional practices and support their dynamic career projects.

BELC Régional (BELC Royaume-Uni 2023 in our case) is a BELC held outside of France and abroad with the same goal of developing professional practices and supporting dynamic career projects to teachers of French. The BELC Royaume-Uni 2023 will be taking place in London, at the IFRU from Monday 24<sup>th</sup> to Friday 28<sup>th</sup> July 2023.

### **1.4 The "Participant"**

The "participant" refers to any person registered to the workshops as part of the BELC Royaume-Uni 2023.

### **1.5 The "Workshops"**

"Workshops" refer to seminars organised by the IFRU and FEI as part of the BELC Royaume-Uni 2023 which is presented by expert instructors.

Two kinds of workshops are available: 15-hour long workshops and a 30-hour long workshop.

Participants will choose either two 15-hour long workshops or one 30-hour long workshop (but not both) while they registered.

### **1.6 The "Accommodation"**

The accommodation refers to International Hall London, Lansdowne Terrace, London WC1N 1AS.

Participants can choose to stay 5 nights at this accommodation – from Sunday 23<sup>rd</sup> July 5pm to Thursday night 27<sup>th</sup> July (check out is at 9am Friday 28<sup>th</sup> July). Breakfast will be provided every morning by International Hall London to teachers who choose to stay there. Please note, participants who choose to have accommodation at International Hall London will pay an increased fee.

### 1.7 The “Instructors”

“Instructors” refer to our expert trainers who will be presenting the workshops whilst at the BELC Royaume-Uni. The instructors are a mix of IFRU and France Education international experts.

## 2. General Policy

### 2.1 Registration

Registration to the BELC Royaume-Uni opens the 1st December 2022.

The registration procedure will happen in different steps:

- Participants pay the registration fees on the IFRU’s website.
- Participants register and upload the necessary documents onto the France Education International platform.
- The IFRU and FEI confirm to the participants they have successfully registered.

Participants who do not follow these steps will not be admitted and cannot take for granted that by paying the registration fees they will automatically be accepted into attending the BELC Royaume-Uni 2023.

### 2.2 Payment

For participants selected to attend the BELC Royaume-Uni, payment must be made before 15<sup>th</sup> February 2023.

Payment must be made by card through the IFRU website here: [https://cinelumiere.savoyssystems.co.uk/CineLumiere.dll/TSelectItems.waSelectItemsPrompt.TcsWebMenuItem\\_5043910.TcsWebTab\\_5043911](https://cinelumiere.savoyssystems.co.uk/CineLumiere.dll/TSelectItems.waSelectItemsPrompt.TcsWebMenuItem_5043910.TcsWebTab_5043911)

Payment is £180.00 for participants who wish to attend two 15-hour workshops or one 30-hour long workshop and wish to stay at International Hall London for accommodation from Sunday 23<sup>rd</sup> to Friday 28<sup>th</sup> morning where breakfast will be provided every morning between Monday 24<sup>th</sup> and Friday 28<sup>th</sup> July 2023. Check out time is expected before 9:00 am on Friday 28<sup>th</sup> July 2023. Please note, participants may not modify the dates of their stay at International Hall London. Participants who wish to stay longer than the 5 selected nights will have to deal with the prolongation of their stay directly with International Hall London.

Payment is £120.00 for participants who wish to attend two 15-hour workshops or one 30-hour long workshop only (accommodation and breakfast package is not provided).

Payment instalments are not accepted.

### 2.3 Refund and Transfer

Full refunds are available within the 14-day cooling off period.

Refunds made after the 14-day cooling off period will be refunded 50%.

No refunds will be issued after the 1st April 2023. If participants purchase their ticket after the 1st April 2023, a full refund will only be issued if it is made within the 14-day cooling off period.

If participants wish to request a refund, please contact: [education@institut-francais.org.uk](mailto:education@institut-francais.org.uk)

Transfers are unavailable.

## 2.4 Code of Conduct

The core values of the Institut français network are respect and common benefit. As such, the IFRU expects tolerance, understanding and courtesy of our staff, volunteers, visitors and clients, and cannot accept any abusive or violent behaviour.

Violations of this Code of Conduct by staff will be handled in accordance within the terms of our Staff Handbook and their contract of employment.

The following are the basic rules that apply to all staff, volunteers, visitors and clients:

1. Anti-social behaviour (such as being rude, aggressive, bullying, sexually suggestive or disruptive) will not be tolerated. This includes such behaviour when communicating with other members of the IFRU community off the premises via social media.
2. In line with the IFRU values of respect and common benefit, participants must not discriminate against anyone because of their nationality, race, religion, gender, sexual orientation, age, disability, political beliefs, marital status or parental status
3. Staff reserve the right to ask a participant to leave the premises if they display any behaviour that is threatening to anyone present or negatively affects the atmosphere of the workshops.
4. Participants must not act in a way which causes injury or a risk of injury to any person or damage to the IFRU premises or equipment.
5. Participants must not interfere with the safety equipment, fire-fighting equipment and alarm systems and must respect the safety and evacuation procedures.
6. Participants must not smoke in any part of the IFRU premises.
7. Unless expressly authorised by a member of staff, the consumption of alcohol is prohibited on the premises. The use of drugs on the premises is prohibited under all circumstances. The IFRU reserve the right to ask to leave any person who visits the premises or attends class under the influence of alcohol or drugs.
8. Consumption of food is not authorised on the premises. However, small snacks are permitted.

## 2.5 Refusal of admission

The IFRU reserve the right to refuse admission or require participants to leave the premises without a refund if they:

1. behave in an anti-social or threatening manner;
2. put the safety of our customers, our employees or our property at risk;
3. otherwise breach these Terms or our Code of Conduct.

## 2.6 Attendance

A certificate of attendance will be provided to each participant who has attended all 30 hours of workshops. The certificate will be delivered at the very end of the BELC Royaume-Uni 2023.

## 2.7 Data Privacy

- Personal information

Customer data and any personal information are processed in accordance with the General Data Protection Regulation Act and the Data Protection Act 2018 and are not sold to third parties. All the personal information given to the IFRU and FEI will be looked after in accordance with these Acts. The payment data participants submit will be securely stored and encrypted by our payment service provider using up to date industry standards.

- Photography

The IFRU will be taking photos at the BELC Royaume-Uni 2023. These images will be used by the IFRU to share news about the BELC Royaume-Uni 2023, and to publicise future BELC events. Images may be used in press releases, printed publicity and published on the IFRU social media page and its partners (France Éducation internationale and French Education Office UK). The social media platforms used by the IFRU and its partners are: Facebook, Twitter, Instagram, TikTok. In accordance with the General Data Protection Regulation Act and the Data Protection Act 2018, these images will be stored securely. If participants would prefer not to be photographed, please contact the IFRU on **education@institut-francais.org.uk**

If participants would like to see the images taken, or would like the IFRU to delete them, please email **education@institut-francais.org.uk**