BAMBA Community Hub (BCH) – Speaker Selection and Event Alignment Policy

Written for individuals.

Purpose

This policy outlines BAMBA's approach to selecting speakers for events under the BAMBA Community Hub (BCH) banner. It ensures that every event upholds our values, serves our charitable purpose and contributes to our sustainability as a charity. It provides clarity for internal decision-making and supports clear, values-aligned communication with potential speakers whether approached by BAMBA or coming to us with ideas.

Our Commitment and Values

At BAMBA, we are guided by a set of core values that shape everything we do including our events and partnerships:

Caring: We care deeply about the impact of our work. We demonstrate compassion and commitment in all our relationships and to the field of mindfulness.

Openness: We are open to ideas, collaboration, and innovation. We communicate transparently and value feedback that helps us evolve.

Inclusive: We are committed to fairness and equality. We honour diverse voices and experiences that enhance collective wellbeing.

Integrity: We are professional, ethical, and accountable. Our standards are rooted in mindfulness, and we expect the same of our partners.

Responsive: We aim to meet the evolving needs of our members, the field, and

society, working purposefully within our capacity.

Scope

This policy applies to all events delivered under the BAMBA Community Hub, currently focused on three key themes (subject to change):

- CPD for teachers, trainers and supervisors
- Equality, Diversity, and Inclusion (EDI)
- Mindfulness Teacher Networking and Development

Speaker Selection Criteria

1. Mindfulness Connection

All events must relate clearly to mindfulness, contemplative practice, or mind health and wellbeing. This may be through:

- Direct delivery of mindfulness-based content.
- Exploration of how mindfulness intersects with leadership, systems, culture, or wellbeing.
- Sessions offering reflective, experiential, or practice-based learning.

2. Speaker Quality and Readiness

Speakers should embody the values of Caring, Integrity, and Openness, and demonstrate:

- Deep knowledge or lived experience relevant to the theme.
- Clear communication and facilitation skills, with sensitivity to diverse audiences.
- An understanding of inclusive and ethical practice, especially when holding space.

We may request speaker bios, links to prior talks, or references as part of the selection Process.

3. Quality Control

To support a high-quality experience for participants, speakers will be invited to attend a pre-session review meeting with the BAMBA Director at least 10 days prior to delivery.

This meeting will include:

- A walkthrough of session slides or materials
- A discussion of the session's overarching themes and objectives
- An opportunity to align expectations, timings, and audience needs

Participation in this process helps ensure sessions are well-prepared, aligned with BAMBA standards, and deliver meaningful value to attendees.

4. Audience Alignment and CPD Focus

Events, especially those focused on CPD or EDI must offer meaningful Continuing

Professional Development (CPD) opportunities. Speakers should tailor content to:

- Support attendees' professional growth.
- Offer fresh insights, practical applications, and reflective depth.
- Consider different levels of experience among participants.

5. Alignment to BAMBA's Charitable Objectives

Events must serve at least one of our charitable purposes:

- Advancing the education and practice of mindfulness.
- Promoting ethical, inclusive, and evidence-informed standards.
- Supporting the development of mindfulness teachers and professionals.
- Increasing public benefit through mental health and wellbeing.

6.. Equality and Representation

We are actively working to foster inclusivity and will prioritise speaker selections that:

- Represent a diversity of identities, backgrounds, and experiences.
- Include voices from underrepresented and marginalised communities.
- Promote solidarity and shared learning across difference.

6. Commercial Sustainability

BC events contribute to BAMBA's financial sustainability. Speaker proposals will also be assessed for:

- Likely interest and attendance levels.
- Appropriateness of ticket pricing and speaker fees.
- Opportunities for mutual benefit (e.g. exposure, platforming, community building).

Event fees paid by BAMBA to an event facilitator are fixed at £100 per hour, per speaker (events are usually held for between 60 and 90 minutes) or 20% of the income from the event after costs, whichever is the greater. Speakers should invoice BAMBA directly with the following details:

- Speaker name
- Title of event
- Date of event
- Confirm the amount invoiced (with events manager) prior to invoice submission
- Sort code & account number for credit
- State if the account is a personal account or business account
- Contact details (email and / or telephone number)

8. Approach and Communication

When engaging speakers, whether we approach them or they approach us, we commit to:

- Clear, respectful, and timely communication.
- Sharing this policy early in the conversation.
- Clarity on expectations, format, compensation (if applicable), and audience.

<u>Review and Oversight</u>

- This policy will be reviewed bi-annually.
- Final speaker decisions will rest with the BAMBA Director and Events Lead, informed by relevant Trustees and guided by BAMBA's values and purpose