



## FAQs

Hi, I'm Stef, Account Manager at MIX Diversity Developers. Below are the questions I tend to get asked the most about booking Hayley Barnard for a speaking engagement. If you have a different question please don't hesitate to give me a call on +44 (0) 7925 432 397 or email [stef@mixdiversitydevelopers.co.uk](mailto:stef@mixdiversitydevelopers.co.uk) or contact Hayley on +44 (0)7765 881420 or email [hayley@hayleybarnard.com](mailto:hayley@hayleybarnard.com).

1. What is the process for booking Hayley for my event?
2. How will Hayley work with us to tailor her presentation?
3. Does Hayley use PowerPoint? What equipment does she need?
4. Can you provide a bio for our conference manual and some ideas about how to introduce Hayley?
5. What is the payment process?
6. Do we still have to pay if our event gets cancelled or the date changes?
7. How long should we allow for Hayley's speech?
8. We are a charity / school and therefore have a limited budget / no budget. Is it still possible to book Hayley for our event?
9. Our speaker has dropped out at the last moment. Could Hayley help us out at short notice?

### 1. What is the process for booking Hayley for my event?

Give me a call on +44 (0) 7925 432 397, use our booking form on the main menu, or send me an email to check if Hayley is available on the date of your event and to discuss your requirements. During the call I will be able to give you a quote depending on your requirements (keynote speech, training day or webinar for dispersed leaders) and geographical location (UK, Europe or the rest of the world).

I will then put a pencil booking in Hayley's diary. There is no obligation to book Hayley as your speaker but it ensures that if we get two enquiries for the same date we can be certain to offer you the option first. If you would like to proceed with the booking I will draw up a Speaking Agreement (like a contract) and email this to you to sign and return by post or electronically.

Please note that if you have worked with Hayley previously and were introduced to her through a speaking agency the above is not applicable as we would kindly ask that you go back through the agency for any repeat bookings.

## 2. How will Hayley work with us to tailor her presentation?

In the month before your event I will email you a link to an online Pre-Event Questionnaire to complete. This provides Hayley with useful information about your event, the delegates, your company and what you hope to achieve by including Hayley in your programme.

Following this, Hayley will do her own research on your company and the industry sector you work within. We will then arrange a briefing call so the finer details can be thrashed out until everyone feels confident that the right key messages will be included. This call normally takes place two weeks before your event.

## 3. Does Hayley use PowerPoint? What equipment does she need?

Debra has a variety of audio-visual material she likes to use to illustrate her speech. A PowerPoint presentation with embedded movie files will be specifically prepared for your event following the briefing call. We can incorporate your logo/conference PowerPoint theme if applicable. We are happy to work directly with your AV company/conference venue if you would prefer or Hayley can run the presentation from her own laptop. All audio visual material can be provided in advance.

## 4. Can you provide a bio for our conference manual and some ideas about how to introduce Hayley?

We will be happy to provide you with a suitable bio and photo of Hayley for your delegate information pack. We will also provide you with some suggested introductions for Hayley that the MC/host can use on the day. Photos and introduction ideas are also available to be download from our [Event Kit](#). Please note that Hayley is not precious about how she is introduced - the suggested introductions are simply provided to save you time!

## 5. What is the payment process?

We will send you an invoice 30 days before the date of your event or after receipt of the signed agreement if you are booking within 30 days of your event. This will include the agreed fee plus VAT at 20% (if applicable) and business travel expenses. Payment is due by the date of your event, preferably by BACS/electronic transfer to MIX Diversity Developers Ltd - bank details will be provided on your invoice.

## 6. Do we still have to pay if our event gets cancelled or the date changes?

Cancellation fees are payable subject to the proximity of your event:

- 1-30 days prior to the event: Full fee as detailed in the agreement

- 31-90 days prior to the event: 50% of fee as detailed in this agreement
- More than 91 days before the event: 25% of fee as detailed in this agreement

VAT is not applicable to cancellation fees.

If you have to cancel the original date but are able to re-schedule your event within four months of the original date no cancellation fees will be incurred.

### 7. How long should we allow for Hayley's speech?

The optimum length of time for Hayley to speak is one hour, which can include a time of Q&A if that would suit your event but doesn't have to!! Hayley can do a shorter version of her speech for 35 minutes or include workshop elements for a longer session.

### 8. We are a charity / school and therefore have a limited budget. Is it still possible to book Hayley for our event?

Yes, Hayley does offer reduced rates to not-for-profits. However, we do try to fit them around other paid work and family commitments so we cannot guarantee that she will be available on the date of your event. We also get more requests each year than we can fit into the diary so some months it is necessary for us to say no (as much as it pains us to do so!).

### 9. Our speaker has dropped out at the last moment. Could Hayley help us out at short notice?

Yes. If Hayley does not have any other work commitments then she can often help at very short notice, sometimes even if you call us on the morning of your event. She lives near Salisbury but is often on the road anyway so providing she can get to you in time she'd be delighted to help you out of a sticky situation.