

Speaker Fact Sheet & Conditions

Below are some points which may help you prior to joining your Cruise.

Companion

A companion can join you on the cruise free of charge, sharing your cabin and enjoy the same benefits as you.

Accommodation

You will be provided with a free twin cabin in the guest area for you and your companion, generally these will be ocean view cabins but this not guaranteed.

Meals

Whilst on-board the company will provide, free of charge, all meals (breakfast, lunch, standard afternoon tea, dinner, midnight buffet). We only ask that speakers dine within the relaxed dining restaurant on the first night of the cruise.

On-Board Spend & discount

You will be entitled to on-board discounts and privileges:

- £25 per day on board spend – this is per cabin and not per person and can be used towards any spend on board. Please note, any monies left on the account at the end of the cruise will be lost and cannot be claimed back.
- 20% discount on purchases in the bar, restaurant, telephone calls and in the concessionaire outlets
- 20% discount in the Spa/Salon on Port Days
- 50% discount on your laundry

Further details of these will be confirmed in your joining letter which will be sent to you 10-14 days before your cruise commences.

Shore Tours

There is no discount applied for shore tours, however, it may be possible for you and your companion to act as an escort on tours which means you will not be charged for the tour. You would be responsible for carrying out basic tour escort duties, which include carrying a small first aid bag, small logo'd paddle, so guests can see you, and do a head count. There would be a local tour agent present. To arrange this, please visit the Destination desk whilst on board as it is not possible to pre-book. We do encourage speakers to escort tours that match their expertise.

Gratuities

You should be aware that subsidised gratuities (tips) of £2 per person per day will be automatically collected from your on-board account at the end of each cruise. This is to recognise the service you have received from the waiting staff and housekeeping. This is charged for the speaker and their travelling companion, so £4 in total per day for two people sharing a twin cabin.

Dress Codes

There are 2 formal nights on cruises of 12 nights duration or less, 3 formal nights on cruises 13 to 21 nights and 22 nights plus it generally works out to one formal night per week. This will be confirmed in your joining instructions.

Expenses

If you live more than 250 miles from the port, you can claim £100 in expenses which can be claimed on your return from the cruise by letting our Enrichment Administrator know, who will email you an expenses claim form.

Flights (Where applicable)

If you are appointed a cruise where a flight is involved, we will arrange the flight from your nearest major airport (i.e. London/Manchester/Scotland) for you and your travelling companion. We will cover the full cost of your flight, however, we will charge a subsidised rate for your travelling companion's flight. Rates will differ depending on where you join the ship.

You will be expected to make your own arrangements to get to the airport. When you arrive at the overseas destination we will arrange for a local agent to meet and transfer you and your companion to the ship and this will be at our cost.

Where we have dedicated Fred. Olsen flights from London & Manchester, all seats on these flights have to be filled before we can book scheduled flights, so please be aware you may not be flying from your nearest airport. If this is the case we will cover your extra travelling expenses.

Joining Instructions

You will receive by email, a set of joining instructions approximately 10-14 days prior to embarkation. This will advise various information regarding your cabin number, the address of where the ship is berthed, the collection of baggage labels from the terminal reception, who the Cruise Director is etc.

Talks & Presentations

During your cruise, you will be required to provide the talks as requested.

Your talk titles, biography and photo of yourself are to be sent to us as soon as possible after being confirmed for the cruise with the Journey Experience Coordinator. We create a 'Journey Guide' that is sent out to guests approximately 13 weeks prior to the cruise which details all of their cruise and tours information – this guide will also contain speaker photos and introductions/biographies.

Talks should last 45 minutes in duration and speakers should prepare 1 talk per sea day. We generally do not ask speakers to talk more than once per day.

We also record lectures so that if a guest is unable to attend the talk, they will be able to catch up on this through their cabin TV. All talks will be deleted from the cabin TVs at the end of the cruise.

No merchandise shall be sold on board without permission from the Company, the Cruise Director or his/her deputy on board.

Presentation Equipment

We have a dedicated laptop on each ship for the sole purpose of presentations so you are able to take memory sticks. However we do suggest that you take your own laptop as you are familiar with this.

If you are creating your presentation by Apple Mac, please save this to a USB Device. All presentations are run on windows laptops which contain 'Mac to PC' software allowing MAC presentations to operate on our hardware without issue

We also have to take note the standard of presentation should be in MS Office format. Some presentations for MAC would not load/open in Windows, like for example Keynote.

Travel & Health Insurance

You are required to have travel insurance for you and your companion which must cover all your medical conditions to include repatriation from a cruise ship.

Data Protection

To apply with the new laws on Data Protection (GDPR), we ask that you be mindful when exchanging personal information with guests. An example is set out below:-

- If a guest has approached you regarding your talk/class and you have offered to send them some literature/further information, if they are happy to provide you with their personal information (name/email/address) then you can only use their details to send the agreed information.

You should not hold their details for any other purpose and should not send them unwanted mailings. You should not pass or share their personal details with anyone else without prior permission in writing from them.