

Data and Insurance (all the fun stuff)

There are two databases you will need to use to attend the Moot. The first is eventsforce – this is the UK Contingent database and how we as a CMT collect the information we need to be able to support you through the process.

The second database is called CVENT and it is the database the Moot organisers are using to collect the information they need from you in order to run an awesome event.

So I'm going to give you a brief outline on what the two systems will be used for and what you need to do from now on.

Eventsforce, as I said is the database that we as a UK Contingent are using to collect contingent data. It will be the information that you provide us with here that we have been using to:

- book your flights and other travel (for those on Option A)
- gauge attendance at briefing weekends
- collect your payments
- Collect the information to buy insurance for the whole contingent, which I will be talking about in more detail shortly

Cvent, the Icelandic database will be used to collect:

- Your medical and dietary information they need to support you on site
- Your event choices including who you want your patrol buddy to be, what your expedition preferences are (adventure, community, environment)
- Role preferences for IST

We will be providing the organisers with our contingent details – everyone's names and email addresses etc. this week, once this is done you will receive log in details to CVENT to complete the information that we cannot provide them with on your behalf.

Everyone needs to have logged on and added this information by 9th December.

You may then note that there is one area which overlaps across the two databases. Both databases require you to fill out your medical and dietary information, eventsforce for your insurance and CVENT for your onsite support. Knowing this isn't ideal and wanting to make this process as easy as possible, I (Rachel), have been working with the organisers to streamline this process.

Therefore when you login to the Icelandic database, your medical information that you supplied in eventsforce should be pre-populated.

If you need to change information from now on you need to make sure you update BOTH us and the organisers. Eventsforce will remain open for you to do this yourself (remember proceed, COMPLETE REGISTRATION) from 2017 onwards to update your information with the Icelandic's you will need to email them directly and CC in the moot@scouts.org.uk email address. If you don't do both you will either not have the support you need on site or you will not be insured.

The email address you will need send these updates to will be circulated in due course.

Speaking of Insurance...

As part of your Contingent fees we buy insurance for the whole contingent. This is travel insurance, medical insurance and event cancellation insurance.

I'm not going to go into the detail of what it does and does not cover in this session, instead I'm going to cover the basic fundamentals and you'll get the information in written format soon with more detail and you'll have all the details of how to claim etc. in the new year.

Basic Principle Number 1 – You are only covered for the information that we know

You need to be completely honest about your medical history. Even if you are not sure it is relevant to this event, when asked for your medical history and current status please be thorough.

If anything happens on site and you have not disclosed information this may invalidate your insurance and you might find yourself with a hefty bill.

This is not about preventing people from participating it's about making sure you have the right protection in place in case anything does happen.

It's never too late to update this invitation – just be honest.

Basic Principle 2 - Insurance covers those things that are outside of your control!

This may sound silly but let me give you a few examples that may explain why this is important...

- If you miss your flight because you sleep through your alarm in the morning, you are not covered by insurance (true story)
- If you miss your flight because you did not allow yourself enough time to get to the airport in advance, you are not covered by insurance. The rule that we have implemented with Unity is that you will always be covered if you plan to be at the airport 3 hours in advance of your flight. If there is then ridiculous traffic, or a bad accident, you can honestly say took reasonable steps to get there in time.
- If you have declared your prior medical history and you have an incident on site whether relating to that history or not, you ARE covered by insurance.
- Anyone who has an incident on site which is a result of self-harm, is not covered by insurance. Unfortunately even for those who have declared mental health issues and a history of self-harm. This is still within your control when it comes to insurance and any hospital bills or damages relating to this are not covered by insurance.

Basic Principle 3 – You are responsible for your own insurance claims

The Contingent Management Team are not responsible for this. This means you need to be prepared. When you get the information through on how to claim, I recommend taking a printed copy with you to the event – especially considering on expedition it's unlikely a member of the team will be with you.

It will be your responsibility to call the insurance company and supply them with the information they need. We will of course brief you on how this works but it means that you need to make sure you will have the capability of making that phone call – a phone that you can use to do this.

This also means that any excesses attributed with insurance claims are also your responsibility, these will not be paid by the contingent.

That's all for now – detailed information on everything will be circulated following the weekend!