

# *How To: A Guide to the Limmud Festival 2021 Registration Form*

Limmud Festival 2021 is taking place online from *Friday 24 December* to *Tuesday 28 December*. We are working towards offering in-person programming for our Young & Teen Limmud (YTL) and Families programming. However, we are still finalising the details (e.g. ensuring we can run it within Covid-19 safety guidelines). Therefore, bookings for children are currently listed as free. Once the final programme arrangements have been confirmed we will be in touch to confirm the offer and cost.

This following document can be used in conjunction with the Signup form found at [events.limmud.org/limmud-festival-2021/apply/](https://events.limmud.org/limmud-festival-2021/apply/) to help you sign up with ease!

## *What is included in the form?*

- Signing up to Limmud Festival
- Signing up for volunteering opportunities
- Submitting an offer to present
- Accessibility needs and Bursaries

## *About the form:*

- There is the option to purchase both single day and full festival tickets
- You can purchase up to 6 tickets on this form
- Those under 18 need to be booked with an adult

In the top section of the pages on the form you can find links to the Limmud website and to a list of Frequently Asked Questions. On these pages you can find all the extra information you will need - from pricing to platform as well as other FAQs.

Limmud Festival will be hosted on an easy-to-use online platform, featuring sessions, presentations, networking, booths and social spaces. Instructions on how to access and use the platform will be sent closer to the event, once you have registered.

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# ***Initial Application***

## **Section 1: Contact details**

> Please provide us your preferred name, contact details and address.

Why do we ask for your address?

This information will be utilised to send your Festival badge and any merchandise or packs you opt to receive. We also use it to ensure we're aware of who is attending the event for security reasons.

## **Section 2: Your Limmud Festival Booking**

> You can sign up for the full 3-day festival, with or without shabbat, or a combination of days, including Shabbat.

Limmud Festival 2021 is occurring on:

*Sunday 26th December*

*Monday 27th December*

*Tuesday 28th December*

Limmud Festival Shabbat takes place before Limmud Festival on:

*Friday 24th December*

*Saturday 25th December*

## **Section 3: Personal Requirements**

> Tick this box if you have access, medical or other needs

When you have finished filling in the rest of the form you will be directed to an additional page where you can expand on your specific requirements.

How will Limmud use this information?

Information will be sent to the Participant Care team who may be in contact to discuss how they can best support you. Your information will only be shared with the relevant people, managed confidentially, and is stored securely.

## **Section 4: Volunteering**

> Tick the box if you are interested in volunteering in any capacity, then share your previous experiences.

> Choosing to volunteer for 8 hours over the event makes your place at Festival £28!

Being a Volunteer is an amazing way to engage with Limmud Festival, and the event cannot happen without each and every volunteer who gives their time!

Volunteering on Limmud Festival takes many forms such as:

- Moderating an online session
- Supporting other participants (e.g. tech support)
- Young and Teen Limmud (in-person)

Ticking the box will simply register your interest! Once you complete your registration you will be redirected to a Volunteers-specific page where you can add your preferences, such as your skills, what you would like to do and when you would like to do it.

*There is extremely limited capacity for in-person volunteering. If you sign up for in-person volunteering but there are no more spaces available, you will be reassigned to another section of the festival.*

## **Section 5a: Additional Questions (Support)**

> Ticking the box for Virtual Buddying means that you are interested in more information in the scheme.

The Buddy System pairs you up with a like-minded participant to help you find your feet at Limmud Festival.

Platform introduction session(s) lets you onto the platform early to have a look around, teaching you where to find everything you will need so you're familiar with the system and ready to go when you log on for Limmud Festival!

## **Section 5b: Additional Questions (Shabbat)**

> Programming will run during the day on December 24th, ending before Shabbat comes in, returning on the 25th December, after Shabbat has gone out.

There are 2 types of shabbat pack:

- Family pack (for approx 2 adults and 2 children)
- Standard adult pack (1-2 adults/teen limmud and above)

The Shabbat pack contains items such as a Limmud Shabbat book, Shabbat candles, edible treats, havdalah spices, puzzles, creative and reflective activities and more! You can use the contents of the Shabbat pack as and when you wish. Some activities require the use of writing and drawing, some are thought and discussion based.

## **Section 5c: Additional Questions (Add Another Participant)**

> Click this button to add another person (adult or child) onto your Limmud Festival application and fill in the requested information so we can ensure they have the best experience..

## **Section 6: Last Few Questions...**

> In this section you can apply for a participant box, let us know how you heard about Limmud Festival and request financial assistance.

> By selecting to receive a box you are giving permission to us sending you resources to improve your Limmud Festival experience

With the box we hope to replicate the warm welcome as you arrive at festival in the comfort of your own home

By selecting the box for financial assistance you will not need to pay for Limmud Festival until your request has been processed. Once you have completed your application you will be directed to an area to further expand on your financial assistance application.

This is also the section where you can add a discount code.

*Now Click the Continue button on the form to move onto the next page!*

Continue

# ***ADDITIONAL SECTIONS***

## **Section 1: Medical, Access, and Other Requirements**

- > This section is super important to fill out as it helps us create an accessible and enjoyable experience for every Limmud Festival participant!
- > This section covers sensory requirements and contains space for other needs we can support you with.

This section is for all participants - adults and children!

Depending on what requirements you have, our Participant Care team might be in contact with you. If you have any questions or issues that are not covered in the form, please contact the Participant Care team at [ParticipantCare@LimmudFestival.co.uk](mailto:ParticipantCare@LimmudFestival.co.uk)

## **Section 2: Young and Teen Limmud (YTL) Participant Sign Up**

- > Please fill out parent or guardian information, medical conditions and accessibility needs

It is beneficial to mention all needs your child has as the YTL leaders have received training on how to tailor sessions and support a variety of needs.

Why do I need to give permission for my child to be photographed or filmed?

At Limmud Festival we are often lucky enough to have photographers to capture the occasion, and when we're online we're able to record sessions too! Photos are most often posted onto our online Flickr account, but we also use these photos on our website, social media and in other Limmud related media. If you do not want your child's photo to be featured in any of these ways please let us know. We may ask you for a photo of your child so we're able to identify them in photos when we receive them from the photographer(s).

Note: We record all Limmud Festival sessions for security purposes. If you do not want you or your child to be recorded, please keep your camera off to avoid being accidentally recorded.

If you made a mistake on the application or would like to register any changes, please contact the Limmud Office at [office@limmud.org](mailto:office@limmud.org)

### **Section 3: Volunteer Application**

> Filling out this section in detail helps us to find the perfect place for you to utilise your talents!

> You don't need to be professionally trained in a specific area to volunteer in it as each role will involve relevant training or briefings.

DBS checks, previously known separately as the Criminal Records Bureau and the Independent Safeguarding Authority, are necessary for certain volunteer roles, such as those working with children.

Before continuing, please make sure to read the volunteer descriptions so you can make an informed decision before committing! You can find them here:

*Limmud is compliant with all current government guidance and will share this guidance with all volunteers in advance of their volunteering.*

### **Section 4: Bursary Application**

> In this section you can select how much assistance you would like and outline some details to support your application.

*Proposed contribution:* feasibly, how much are you able to contribute? If you are unsure, provide upper and lower boundaries.

*Reasons and prior involvement:* please share your previous or current involvement in the Jewish community

*Previous Limmud events and assistance:* please share your previous experience with Limmud chronologically and clearly if possible.

*Other assistance:* please share if you have applied for funding elsewhere and provide where the funding is coming from and how much you have raised / are hoping to raise?

*Where an application is successful, a typical award of assistance is up to one-third of the total cost for you/your party. If you are seeking more than this, please give any particular reasons why you are seeking more than one-third of the costs: please provide us with further information for additional financial assistance.*

*All requests for financial assistance are reviewed confidentially. Please allow up to seven working days for a reply before contacting Alanna Lewis at the Limmud Office.*

You can contact Alanna Lewis at [alanna@limmud.org](mailto:alanna@limmud.org) or call +442031151620.

*Now Click the Continue button on the form to move onto the final page!*

Continue

# ***FINAL SECTION***

## ***Section 1: Summary page***

- > This page includes the total cost of your place at Festival.
- > You are also given the option to donate towards Limmud

By donating to Limmud you are helping to bring Limmud Festival to even more people and creating opportunities to build the Jewish community.

Limmud Festival is run by volunteers who work tirelessly to keep Limmud Festival at the highest quality possible - we are all very excited to see you enjoying everything we've spent several months preparing for you!

## ***Section 2: Payment page***

- > We accept all popular credit cards, including American Express and cards registered in the UK and USA

## ***Section 3: Thank You!***

- > Well, you did it! You should expect an email confirming your application within a few minutes.
- > If we require more information from you then we will be in touch soon.

If you have any issues with your application please contact us at [office@limmud.org](mailto:office@limmud.org) or call us on +44 (0)20 3115 1620

Before you contact us please make sure you check out our FAQs.

Please make sure you wait 7 business days after sending your first email to follow up.