



PROCEDURE FOR THE MANAGEMENT OF EVENTS THAT INCLUDE EXTERNAL SPEAKERS

CONTEXT

1. This procedure is governed by the principles laid out in UCL's Code of Practice on Freedom of Speech, the Code of Conduct for Student and the Code of Conduct for Visitors.
2. UCL is committed to upholding academic freedom of speech whilst also ensuring that any visiting speaker does not break the law or breach the lawful rights of others. UCL has an obligation to provide a safe environment for all staff, students, and visitors. This includes protecting speakers and event attendees from hate crimes, harassment, defamation, breach of human rights, unfair treatment, breach of the peace and terrorism.
3. This procedure governs bookings made by UCL staff or students for events taking place on UCL premises.
4. For bookings relating to Students' Unions UCL Clubs and Societies, please follow the guidance on [How to Organise an Event with an External Speaker](#) on the Student's Union UCL website.
5. The term 'premises' is deemed to mean all UCL property including buildings, grounds, gardens, courtyards and other open spaces including any designated for student use.
6. Bookings being made by individuals who are not UCL staff or students are handled by UCL Room and Conference Bookings with reference to the framework contained in this procedure.
7. This procedure governs the booking of UCL space for any form of non-teaching event, which does not form an integral part of the normal academic and/or administrative business of UCL. This procedure still applies where teaching or research events include a speaker likely to pose a risk.
8. The procedure should also be used in instances where other risks are raised by an event in light of the current political context nationally or internationally or because of the timing, physical location or health and safety of the event.

ROLES AND RESPONSIBILITIES

9. **External Speakers** are speakers invited to attend an event who are not current UCL staff members or a part of UCL's student body.
10. **Principal Contact** is the person who is responsible for the event involving the external speaker. Their contact information is automatically populated from the user ID used to log in into CMISGo. It is their responsibility to provide sufficient details to UCL Estates and Facilities in relation to

the booking and to liaise with UCL Estates and Facilities on any additional information. It is also expected that the Principal Contact attend the event to act as the primary contact at the event.

11. **Associate Contacts** are additional contacts that can be added to the CMISGo booking. This person will receive a copy of emails generated from CMISGo. UCL Estates and Facilities will liaise with the associate contacts if the Principal contact is unreachable on any additional information.
12. **Head of Room Bookings, Timetabling and Conferences** undertakes initial review of booking request involving external speakers on behalf of UCL Estates and Facilities and refers to the Security Manager and UCL Prevent Lead (where appropriate) if the event is deemed to pose a risk.
13. **Security Manager and UCL Prevent Lead** (where appropriate) in consultation with Director of Communications and Marketing and Deputy Security Manager undertake a risk assessment of the event. Where it is felt that it may not be possible to fully mitigate risk, the event is referred to the Registrar and Head of Student & Registry Services for a final decision.
14. **Registrar and Head of Student & Registry Services** makes the final decision on whether an event can proceed if it has been classified as posing a potential risk.
15. **President and Provost** acts as the point of appeal for the Principal Contact should the Registrar and Head of Student & Registry Services deem the event unsuitable to take place on UCL premises.

ROOM BOOKING PROCEDURE

16. For UCL room booking requests, UCL staff should login to the [Online Booking system](#). The UCL online booking system (CMISGo) is only available to those who hold a UCL username and password.
17. Requests for space including an external speaker should be made at least **10 working days** in advance of the proposed date of the event. Requests received within 10 working days of the proposed event date will not be accommodated unless there is a good reason for it not happening sooner.
18. The name of any external speakers must be provided with the booking. If a room is booked prior to confirmation of the speaker(s), then “external speaker TBC” must be declared in the booking request and the booking will be provisional until speaker(s) details are provided.
19. Events not containing external speakers must be declared in the external speaker field of the form as “external speaker N/A”.
20. Where an event requires security (or if the requestor is unsure) this should be clearly stated on the UCL room booking form under ‘Booking Notes’ after the booking title information. UCL security will then be informed of the event. A charge may be incurred for this service.
21. UCL Estates and Facilities may contact the Principal Contact for further information before any booking is confirmed.

22. UCL Estates and Facilities will acknowledge a room booking request via an automated email generated via CMISGo.
23. Events/Room requests with external speakers that have been provided at the time will be assessed within 3 working days from the date of submission.
24. In the vast majority of cases, events will be confirmed without condition by Estates and Facilities. This confirmation will be provided via email.
25. For events/Room requests where the external speaker (s) details are yet to be confirmed, Room Bookings (if all other information is provided) will give the details of the room location to enable organisers to make preparations for their event. This booking will remain provisional until the external speaker(s) details have been assessed and approved. External speaker(s) details must be provided to Estates and Facilities via email to roombookings@ucl.ac.uk no later than 10 days prior to the proposed date of the event.
26. 10 days before the proposed event date, event organisers without confirmed external speakers will be contacted by Estates and Facilities and advised to provide the outstanding information. Failure to provide external speaker information within 8 days of the event will result in the provisional booking being **cancelled**.
27. Estates and Facilities will confirm any cancelled rooms via email to the Principal Contact.
28. An event/speaker should not be publicised until the requested room booking has been confirmed. Any organiser found to be advertising events/speakers prior to confirmation will be assessed for disciplinary action under the appropriate procedure. This does not apply to academic conferences where events must be advertised and calls for papers issued prior to the confirmation of external speakers.
29. It is the obligation of the requesting UCL staff/student member to ensure that room booking details are correct.
30. Bookings submitted incomplete or with insufficient details will result in additional information be requested prior to confirmation of the booking. No booking will be confirmed until Estates and Facilities have received all information required to process the booking. Provision of insufficient information may necessitate the postponement of events.
31. Booking requests will be reviewed and considered via email within 3 working days from the date of submission. Where further information has been requested from the Principal Contact this may extend the timeframe.
32. The Code of Practice on Freedom of Speech and the Code of Conduct for Visitors to UCL must be shared with any external event attendees, including those not classified as speakers.

REVIEWING AN EXTERNAL SPEAKER REQUEST

33. In line with UCL's Code of Practice on Freedom of Speech, so far as is reasonably practicable, use of premises will not be denied to any individual or body or persons on any grounds

connected with the beliefs or views of that individual or of any member of that body or the policy or objectives of that body.

34. When assessing external speaker requests, risks associated with the external speaker will be considered. UCL Estates and Facilities will attempt to mitigate potential risks associated with the external speaker. Where mitigation is necessary, additional time, support and resources may be required.
35. Potential risks that will be considered when reviewing the need for mitigation include; student, staff and visitor wellbeing, health and safety, destruction of property, reputational risk, the history of the speaker and any media attention they have received previously.
36. UK law regarding discrimination, incitement and intimidation are taken into account when reviewing the history of the speaker to ensure that UCL are not providing a platform for illegal activity.
37. The only exclusion to point 33 is where the body is a Proscribed Organisation as defined by the UK Home Office. A full list of Proscribed Organisation is available at:
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612076/20170503_Proscription.pdf
38. UCL considers that a balanced debate enables open and transparent academic challenge, and, in light of this, encourages organisers to consider holding events in which topics have speakers for and against (without prejudice to the protections for freedom of speech).
39. All External Speakers must abide by the Code of Practice on Freedom of Speech and the Visitors Code of Conduct.

DECISION

40. If there are concerns raised at any point in the lead up to the event regarding the safety of attendees such as a breach of the peace or a criminal offence, the UCL Deputy Security Manager will be informed. Conditions may be made before the continuation of the event/event approval as laid out in Appendix 2.
41. Possible circumstances which might lead to the withholding or withdrawal of permission for an external speaker include:
 - Room bookings being informed of the event with less notice than set out in paragraph 17.
 - A significant risk of public disorder such that the health and safety of staff, students and visitors is put at risk.
 - A significant risk of substantial damage to University property.
 - A serious concern that the law will be broken by those speaking at or attending the event.
 - A significant risk of major disruption to the operation of the University's activities.
 - A significant risk that the additional costs associated with making the event safe (such as additional security or additional police time) were beyond the budget of those holding the event, such that the University was likely to face a disproportionate financial loss.

- Views expressed or likely to be expressed constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups.

UCL Estates and Facilities will notify the Principal Contact/ Associate Contacts (if applicable) of the decision by email as soon as possible.

APPEALS

42. Appeals against the rulings of the Registrar and Head of Student & Registry Services may be made, in writing to the President and Provost, or their nominee, whose decision shall be final but must be reported to the next meeting of Council and to the next meeting of the Academic Board.
43. Appeals can only be made on the basis of new information not available at the time of the decision.
44. Appeals must be made at least 5 days before the event is scheduled to take place.
45. Where the proximity of the event precludes this, consideration will be given to postponement of the event until the appeal can be considered.

ACCESS AND EQUALITY AT EVENTS

46. UCL's general expectation is that any event or meeting held in UCL premises will be open to all, regardless of gender. There are exceptions to this (for example training sessions of men's and women's sports clubs), but events should be open to all unless they are specifically designed for one gender or another.
47. There should be no enforced segregation by gender at events. Pre-allocation of seats by gender, and the use of stewards to direct persons attending a meeting to gender segregated seating are unacceptable.
48. If individuals attending an event wish to segregate themselves on a voluntary basis, it is not acceptable for other members of the audience to compel them to mix, and to do so may constitute harassment.
49. Segregation according to gender is permissible during acts of collective religious worship. However, no segregation is permitted at any meeting or event at UCL, which precedes or follows on from an act of collective religious worship.
50. UCL will decline any request received from an organising body or a visiting speaker, or from an individual attending or wishing to attend an event at the University, for the audience to be segregated according to gender.

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PROCEDURE FOR MANAGEMENT OF EXTERNAL SPEAKERS: APPENDIX 1

BOOKING REQUESTS

In accordance with paragraph 16, booking requests must be via the CMISGo platform and specify the following information.

- (a) Date, time and requested place of meeting or function if applicable.
- (b) Name, user ID, email address and telephone number of a member of UCL responsible for organising the meeting or function (Principal Contact information will be generated).
- (c) Name of any speaker(s) or likely alternative speaker(s).
- (d) Subject of the meeting or nature of the function.

To assess the level of risk of the external speaker, further information may be requested by UCL Estates and Facilities which may include any of the following.

- (a) Draft copy of any proposed notice, leaflet or other material announcing or advertising the meeting or function.
- (b) Whether the audience may include persons who are not members of UCL.
- (c) Whether any outside organisation will be sponsoring the event.
- (d) Whether it is intended that the meeting should be open to the public.
- (e) Details of any circumstances which give rise to concern about possible disturbance which could be caused at the meeting or which might give rise to difficulty in a speaker entering or leaving the premises or being able properly to deliver his or her speech,
- (f) Arrangements for the chairing of the meeting or function.
- (g) Name, appointment and/or designation associate contacts who will be responsible for communication and liaison with UCL in the absence of the Principal Contact.

PROCEDURE FOR MANAGEMENT OF EXTERNAL SPEAKERS: APPENDIX 2

EVENT CONDITIONS

Following a risk assessment, the organisers of an event may be required, after due consultation, to comply with one or any combination of the following conditions.

- (a) Only members of staff of UCL and/or registered students of UCL and/or members of the UCL Union may attend.
- (b) The public either may, or may not, be invited or admitted.
- (c) The event must have an independent Chair.
- (d) If guests are to be allowed to attend, only those whose identity is known to the organisers shall be admitted.
- (e) Admission shall be restricted and controlled by ticket, identity card or both.
- (f) Special arrangements for the checking of admission shall be instituted.
- (g) Where appropriate a specified number of stewards shall be provided by the organisers and required to be present throughout the meeting and also whilst the audience is assembling or dispersing.
- (h) Where appropriate the names and addresses of stewards (including a chief steward) shall be supplied in advance by the organisers for approval by the UCL Head of Facilities & Security Services or other designated officer of UCL.
- (i) The cost of these stewards or other services shall be met by the organisers except where it can be clearly shown that the right of freedom of speech is being inhibited by lack of funds.
- (j) Certain members of UCL shall be present in order to assist in the maintenance of good order.
- (k) Any speaker shall enter and leave by specified routes and shall be escorted under specified arrangements.
- (l) No food or drink, alcoholic or otherwise, or any other items which could be used as/or contain missiles shall be taken into a meeting and UCL security staff and/or stewards will be instructed to remove any such items prior to entry to the meeting or function.
- (m) No banners, flags, placards or similar items shall be brought into the building or used anywhere on the premises in circumstances likely to lead to injury or damage or cause a breach of the peace.
- (n) The admission of representatives of the press, radio or television shall be subject to prior approval by the Registrar and Head of Student & Registry Services or be subject to any restrictions which may be specified.
- (o) The Chair and/or Principal Contact shall be made aware of a personal duty to ensure that no speaker or other person present at a meeting or function should infringe the

law and, if in the opinion of the Chair, such conduct continues after a warning, the Chair has a duty to close the meeting.

- (p) The Chair shall be instructed in advance by the organisers about his or her duty to decide whether a meeting or function should be terminated, and about procedures for requesting the police to be summoned in case of breach of the peace or a criminal act, or threat of either occurrence.
- (q) Stewards provided by the organisers shall be briefed by the organisers about their duties and responsibilities including being made familiar with local fire and emergency procedures.
- (r) Such other instructions as may be given about the conduct of a meeting or function or the conditions in which it may be held.