

# Procedures for bookings for events with external speakers

## I Booking and Approval Procedure

1. In all cases, if external speakers are involved, a minimum of 15 working days advance notice of the booking will be required. Earlier notice is always helpful in the case of events that planners know will be high risk. Bookings involving external speakers that provide less than 15 working days advance notice may not be accommodated.
2. *For KCLSU society bookings*, a member of the ratified group should first complete the KCLSU online booking form at [Room Bookings \(kclsu.org\)](https://www.kclsu.org/RoomBookings)
3. When the KCLSU processes are complete, KCLSU will notify King's of the event request by sending a copy of the student booking request and the outcome of any speaker checks to King's Venues. KCLSU will include a clear description of the event and state their decision in the comments section. Provided King's Venues agrees an event is low risk, the booking process will proceed. If the event is deemed medium or high risk by KCLSU, or if King's Venues disagrees with a low-risk rating, the Joint Risk Assessment process will be carried out.
4. Joint Risk Assessments will be conducted by King's Venues on behalf of the Senior Vice President (Operations) and in collaboration with KCLSU. They will seek advice from Security and from any other relevant entities, including Student Services, related academic departments and, if the event has a religious theme, The Dean's office, in order to complete this or any subsequent assessment.
5. Events deemed to be medium risk will be referred to FESAG Operations Group for approval. Those deemed to be high risk will be referred directly to the FESAG Co-Chairs for approval and the decision will be shared with FESAG for information.
6. *For Department/Directorate events:*
  - (i) the booking request should be submitted to the relevant Department/Directorate authority for initial risk assessment and that assessment then submitted to King's Venues.
  - (ii) If King's Venues agrees an event is low risk, the booking process will proceed.
  - (iii) If the event is deemed medium or high risk by the Department/Directorate authority, or if King's Venues disagrees with a low-risk rating, a Joint Risk Assessment process will be carried out by the Department/Directorate and King's Venues, as above.
7. Risks will be categorised as low, medium or high based on the factors highlighted in para 9.3 of the Policy, as well as:
  - i. The speaker's history, roles and affiliations, and the organisation they represent;
  - ii. The impact such a visit will have on King's community relations and cohesion and on the wider community;
  - iii. Whether the event is part of a tour;

- iv. Background checks that indicate the speaker's conduct was inappropriate at previous events or their prior denial of free speech to others;
  - v. The title, format and content of the event.
8. Medium or high-risk events will also take into consideration whether the speaker has spoken at an event at or under the auspices of King's in the previous six months.
  9. King's reserves the right to refuse to hold any event if it is deemed to be at risk of any of the points in these Procedures and/or the related Policy even if the event has been approved by KCLSU.
  10. Following the risk assessment, King's will confirm whether the event can go ahead, cannot go ahead or can go ahead subject to conditions – these may include, but are not limited to:
    - The event be filmed by an independent body or recorded using the internal lecture capture system;
    - The event is observed by King's, KCLSU and/or third-party officials designated by King's who have the right to stop an event if any of King's or KCLSU's policies are contravened before or during the event;
    - The event be stewarded by nominated KCLSU representatives or subject to security (or extra security) on the door;
    - An event promoting debate of an issue includes mitigations to ensure a balanced set of views are presented;
    - An event that was for society members only be opened to all King's students or KCLSU members;
    - A copy of any speech to be delivered by the speaker is submitted in advance;
    - The speaker is to meet with a member of King's senior management to discuss the event;
    - The chair of the event is to meet with the appointed duty dean, security staff or other staff as needed in advance of the event and fully engage in the planning process;
    - The event is approved to take place at a date different from that which was requested by the organiser;
    - Consideration of the appropriateness, training, and competency of the chair of the event and whether an alternate or additional chair may be required;
    - Ticketing may be required and may be subject to conditions such as: limited to King's; staff or students and limited in number, one ticket per person, ID checks at the door to be conducted by King's, etc;
    - Location of the event may be changed at the discretion of King's;
    - Limitations on banners or flags.
  11. A decision will be communicated to the designated event organiser within ten days of the request being referred to King's. For events that proceed, the organisers will be reminded of the need to abide by the KCLSU Safe Space Policy and to inform audiences at the beginning of the event of expected behaviours throughout.
  12. In all cases where an event is not permitted to go ahead, or where mitigations are put in place as outlined above, a clear communication of the reasons for the decision will be sent to the event organiser, or KCLSU, and the reason given must be one of those in the Policy and/or these Procedures.

13. If an event organiser is unhappy with the mitigations, they may have a further discussion with the co-chairs of FESAG, whose resulting decision will be final. Decisions to deny approval of an event may be appealed by the organiser using the appeals process in section V, below.
14. Those organising departmental events should follow the processes outlined above, with the support of the relevant Department Office, with the booking submitted by a designated member of staff. This staff member must be able to take responsibility for the booking and therefore have an understanding of the event and contact with the main organisers and will usually be a member of the departmental administrative team. The event organiser should complete the form in this link: [RB Information | King's College London Intranet. \(kcl.ac.uk\)](#)
15. Spaces will be allocated depending on the profile of the event and the number of attendees. High demand event space, such as the Great Hall or the Safra Lecture Theatre, will only be allocated for high-profile events if other spaces are unavailable. Events will be deemed high profile based on the speaker and subject matter.
16. If the event organiser wishes to make amendments to a booking, such as changing the title of the event or inviting further speakers, these changes must be communicated to King's Venues as soon as possible. Additional speakers will be considered if they are within 15 working days of the event date requested and if there is time to carry out the additional joint risk assessment for any new speaker(s).

## **II Media**

1. King's retains the right to approve or reject requests for events to be covered by external media organisations. King's student media groups do not need to request permission. All requests should be directed to [pr@kcl.ac.uk](mailto:pr@kcl.ac.uk)

## **III Responsibilities of Event Organisers**

1. Events may not be advertised until the booking has been confirmed by King's. Where an event involves an external speaker, the event may not be publicised or considered confirmed until the speaker has been cleared through these procedures and the event organiser has had the event confirmed. This includes advertisement through any social media platform. The booking of the event will be at risk if it is promoted before being confirmed.
2. The event organiser is the person or persons primarily responsible for organising the event and liaising with external speakers and the university. They must have due regard to the External Speakers Policy and all related procedures. Where a booking is made on behalf of an event organiser by a more junior member of staff, this should be made clear during the booking process.
3. The event organiser(s) must ensure that nothing in the preparations for, or in the conduct of a meeting or activity, infringes upon the law, e.g., by conduct likely to cause a breach of the peace. For students seeking additional guidance, please refer to the KCLSU Safe Space Policy: <https://www.kclsu.org/resources/6112/Safe-Space-Policy/>

4. The event organiser(s) must ensure that a sufficiently detailed description of the speaker event is provided to King's Venues with all pertinent information on the speaker's role, affiliations and any past event-related issues/disruption included.
5. It is the responsibility of the event organiser(s) to ensure they are aware of fire procedures and in the event of a fire they are responsible to direct those in attendance to fire exits. Fire regulations can be found here: <https://internal.kcl.ac.uk/about/ps/safety/fire-building/index>
6. The event organiser(s) will be responsible for ensuring that the room used for the event is left in a clean and tidy condition.
7. King's may request a meeting with the event organiser(s) and/or KCLSU to de-brief after the event has taken place. Correspondence and records in connection to the organisation of an event should be retained by the event organiser.
8. The event organiser(s) who are applying for approval of an event must show that they can ensure adequate control of the event. This may include a risk assessment and mitigation strategy.
9. Freedom of speech and expression within the constraints of the law is a right for speakers and audience members alike. Any action that denies speakers or audience members this, such as verbal or physical intimidation or violence, is forbidden. Non-violent disagreement or protest is a part of debate, providing it does not deny an individual their freedom of expression within the constraints of the law or prevent the event from proceeding in practice.
10. In the case of unlawful conduct, the organiser is required to warn the speaker(s) or members of the audience that their conduct is unacceptable and, if appropriate, the meeting will be terminated. This includes if the speaker changes the subject on which they have been approved to speak if that subject falls into the categories listed in section 9.3 of the Policy.
11. If a Duty Dean decides to postpone or terminate an event, their decision is final.

#### **IV Monitoring and Enforcement**

1. Data on room bookings will be collected by King's via the King's Venues office. This will include the date and title of events, names of external speakers requested, names of the society, department or individual making the booking and the decisions made on those requests.
2. Any group or individual who books a room for an event with an external speaker but does not inform King's or KCLSU of all external speakers and their roles and relevant affiliations in the booking process will put their booking, and future bookings, at risk of cancellation.
3. Data on events will be reviewed by FESAG to ensure that requests are processed effectively and to ensure King's complies with relevant legislation. This includes obligations to ensure freedom of speech and debate as set out in the Education Act.

## **V Appeals**

1. In the event of an external speaker request being denied, the event organiser (individual or group), shall be entitled to appeal the decision.
2. In the first instance, the event organiser should seek informal resolution with the co-chairs of the Freedom of Expression Standing Advisory Group. The co-chairs of FESAG will not conduct a formal investigation but will be able to discuss the outcome and the reasons for the decision in an attempt to resolve the organiser's concerns.
3. If no satisfactory resolution can be reached, the organiser is entitled to submit a formal appeal in writing to the President & Principal. This should include the basis for the appeal as well as any evidence to substantiate why this event speaker/event should go ahead.
4. Every effort will be made to conclude an appeal before the date the event is to be held but this cannot be guaranteed. In the event that an appeal is successful but the proposed event date has passed or is no longer feasible, an alternative date will be agreed.
5. The President and Principal will expeditiously establish an Appeal Panel to review the decision. Such a panel will be convened with appropriate membership (a minimum of two members plus a chair). If the event under appeal is a student event, one of the panel members must be designated by KCLSU. The panel membership should not include any individual who has been involved in the case heretofore.
6. The panel will agree one of the following and their ruling will be final:
  - Refusal upheld
  - Appeal successful with mitigations
  - Appeal successful without mitigations
7. The panel will review the case within 14 days of being established.
8. The panel will determine the conduct of proceedings. It may consult with individuals within or external to the university as it sees fit and will have access to legal counsel if necessary.
9. Within five working days of the completion of the appeal hearing, the panel's decision will be communicated in writing to the President and Principal, the co-chairs of FESAG, and the event organiser by the chair of the Appeal Panel. This is the completion of procedures letter for the appeal process.
10. The panel will be supported by the College Secretary or designate.