

Imperial Events Procedure

Guidance for completing the Event Request Form

1. Everyone has a right to free speech within the law. It is essential to Imperial's mission that opportunities for free and open discussion shall be safeguarded and staff and students should be exposed to the widest possible range of views.
2. The starting point should always be that an event should go ahead and that cancellation is exceptional and undesirable. So far as is reasonably practicable freedom of speech within the law will be secured for students and staff of Imperial, and for any visiting speakers.
3. Organisers of an event which falls within the circumstances set out in paragraph 4 below should complete the [Event Request Form](#), referring the request to the Deputy University Secretary and General Counsel. The organiser(s) shall ensure that a single person is appointed as principal organiser of the event for the purposes of the referral. The Event organiser shall ensure that at least ten working days' notice of the proposed event is given.
4. An Event Request Form must be completed for any event where there is a real likelihood that speakers and other participants may:
 - i. not be able to enter or leave the premises safely (e.g. because of an anticipated high number of attendees), and/or
 - ii. breach the law as described in paragraph 1.7 of the Freedom of Speech Code of Practice or otherwise and/or be unable to deliver speeches and participate in debate or discussion in good order, and/or
 - iii. that a breach of the peace may occur.
5. The Event Request Form will require the following information to be provided:
 - i. The title of the event and brief summary of the event subject;
 - ii. The names of any speaker(s) and/or any high profile invited participant(s), and the details of the organisation(s) which each represent;
 - iii. Details of any organisations that the speaker is associated with (but not necessarily representing at the event);
 - iv. Whether the person(s) listed under (b) have attended an event at Imperial before and if so when (if known);
 - v. Other establishments the person(s) listed under (b) have spoken at, attended before, when there have been incidents of protest, public order, illegal activities, significant publicity or where permission to speak has been refused;
 - vi. The date, time and proposed venue for the event;
 - vii. The precise timing of arrival and departure of the persons listed at (b);
 - viii. Details of any known security threats;
 - ix. Details of any personal security arrangements;
 - x. Potential for controversial or illegal aspects of the talk or for the incitement of controversial or illegal actions;
 - xi. Potential for public order issues; such as details of any circumstances which may give rise to the possible concern about potential disturbance or otherwise preventing the event taking place peaceably, or that it is likely that the event will attract unauthorised attendance by the public or any section thereof, or that it may be picketed.
 - xii. Details of any known or likely media interest in the proposed event;

- xiii. Draft copy of the proposed notice, leaflet, social media or other material announcing or advertising the event and details of any proposed advertising campaign;
- xiv. Details of any members of the public who have either been invited to attend, or are expected to attend, the event (that are not listed at (b));
- xv. The anticipated number of attendees;
- xvi. Details of any requested seating arrangements;
- xvii. Whether the event will be filmed or recorded, and how such recording may be distributed;
- xviii. Name, email address and telephone number of the principal organiser of the event and the name of the chairperson; and;
- xix. For events in open/outdoor spaces, details of any consideration that has been given to keeping fire exits clear for surrounding premises and escape routes, minimising noise disruption and impact on other organised events etc.

6. Permission to hold an event may be granted subject to such mitigations as the Deputy University Secretary and General Counsel (or their delegate) considers reasonably necessary to secure the fulfilment of the University's statutory responsibilities concerning the protection of freedom of speech within the law. Such mitigations may include:

- i. The public may not be invited or admitted;
- ii. The audience may not include persons other than students and staff of Imperial;
- iii. Admission be restricted and controlled by tickets, identity cards or both, or password protected for virtual events;
- iv. If guests of attendees are allowed to attend only those whose identity is known to the organisers may be admitted. This may include use of an event platform where event tickets are booked using an Imperial email address and ID is checked upon arrival;
- v. All advertising will be in the English language;
- vi. Speakers shall enter and leave by specified routes and be escorted under specified arrangements to be made by the organisers;
- vii. Conditions on which premises may be used for a particular event, at what time they may be used and seating arrangements may be made;
- viii. An adequate number of stewards shall be available before, during and after the event as to whose suitability the Deputy University Secretary and General Counsel must be satisfied; and/ or
- ix. Additional security staff will be deployed to maintain good order at a cost which may be borne by the organisers.

7. No articles such as banners or objects which might be used as missiles may be taken inside the building where an event is taking place or taken or used elsewhere on the premises in circumstances likely to lead to injury or damage.

8. Premises and outdoor spaces used for events must be left in a clean and tidy condition.

9. Please note, if your event does not fall within the circumstances set out in paragraph 4 but requires support from the Community Safety and Security team, you must submit a [Security Event Support Request](#) to arrange this.