

SWANSEA UNIVERSITY

Code of Practice on Freedom of Speech: Check-List for Event Organisers

| Stage | Action / Responsibility | Code Section(s) |
|--|--|-----------------------|
| <i>Planning Stage</i> | <p>Determine whether the planned event is a <i>designated meeting</i> under the terms of the Code.</p> <p>If the answer is “no” then the formal elements of the Code do not apply.</p> <p>If the answer is “yes” then proceed as summarised below</p> | 10, 11, 12, 13 |
| <i>Minimum of two weeks before the proposed date of the event</i> | <p>Contact the Registrar (or his/her delegate) with the required details of the proposed event, including:</p> <ul style="list-style-type: none"> (a) details of the proposed stewarding arrangements; (b) details of the Chair; (c) a completed risk assessment (template available from the Estates Facilities Director). | 14, 15 |
| <i>At the Event</i> | <p>Event Organiser and Chairs of designated meetings are responsible, as far as is reasonably practicable, for ensuring that all speakers and attendees comply with relevant regulations and procedures.</p> | 21, 22, 23 |

| N.B. | Requirement | Code Section |
|---|--|---------------|
| <i>Advertising the Event</i> | <p>No designated meeting shall be advertised or held until permission has been granted by the Registrar (or his/her delegate).</p> | 16 |
| <i>Room Bookings</i> | <p>No rooms can be booked for designated meetings until permission to hold the event has been granted by the Registrar (or his/her delegate) and relayed to the appropriate room-booking agency.</p> | 17, 18 |
| <i>Additional Conditions and Costs</i> | <p>Event Organisers shall ensure they are in a position to meet the costs of any additional arrangements imposed by the Registrar (or his/her delegate).</p> | 19, 20 |
| <i>Changed Circumstances</i> | <p>Event Organisers should note, in the light of changed circumstances or factors not known at the time of application, the Registrar (or his/her delegate) may amend the conditions imposed or may cancel a designated meeting.</p> | 24 |
| <i>Breaches of the Code</i> | <p>Any breaches of the Code –including failing to notify the Registrar of a designated meeting– and any conduct which prejudices the lawful exercise of freedom of speech may result in disciplinary and/or legal action being taken against the person concerned.</p> | 6 |