

THE UNIVERSITY OF EDINBURGH

EVENT ORGANISING GUIDELINES FOR STAFF AND STUDENTS

Events on campus

A wide variety of events are held on campus every year, organised by students, staff and others connected with the University.

The University is committed to protecting freedom of speech and freedom of assembly for everyone, within the law, as detailed in the University's [Statement on Freedom of Expression](#) and [Key Principles for Learning and Teaching](#).

This means that events on campus will allow a broad spectrum of ideas and views to be shared and exchanged, within an appropriate framework of regulation, in line with our academic mission. These guidelines set out expected standards of behaviour for event organisers at the University.

Guidelines for organising events

To make it clear for staff and students what is acceptable and unacceptable conduct when organising events on campus, the University has set out some (non-exhaustive) guidelines below. These are to help us all to enable respectful freedom of expression, including freedom to protest, for speakers and events.

Do
<ul style="list-style-type: none">• Remember that we all have a right to freedom of expression and freedom of assembly and that the right to exchange information, debate ideas and express opinions is a core aspect of our individual freedom and contributes to the collective good of society.• Read carefully and follow the Policy on Speakers and Events. Follow policies and booking processes for events in University buildings, such as:<ul style="list-style-type: none">i) the University Policy on Speakers and Events,ii) the University's Dignity and Respect Policyiii) the EUSA Safe Spaces Policyiv) the Edinburgh University Students' Association bookings guidance,v) Room Bookings Student Administration• The Event Organiser is responsible for:<ul style="list-style-type: none">i) informing the University of events that they are organising;ii) engaging with University security beforehand to ensure appropriate safety measures are in place.iii) providing details of the event / speaker in a timely manner, as required; andiv) implementing any actions or conditions that may be required concerning the event.• Where the Room Booker is not the same individual as the Event Organiser, the Room Booker is responsible for assisting the Event Organiser by submitting accurate and timely room booking requests to the relevant space owner or booking system.• When organising an event, remember that those attending the event may wish to express positions and opinions with which the event organisers or event speakers may personally disagree. Within the bounds of the law, they are entitled to do that.• Plan for how the event will be chaired effectively and for how you will allow space and time for a range of views to be respectfully brought forward. Not all events will lead to opposing views being offered. However, where it is appropriate to your event, please consider: 'How will opposing views be engaged with respectfully?' Remember, at all

times, to comply with the University's [Dignity and Respect Policy](#). Highlight the University's [Dignity and Respect Policy](#) to event attendees in support of respectful and productive interactions.

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Do (continues)

- Highlight the University's [Dignity and Respect Policy](#) to event attendees. This is particularly important if this is an event where opposing views could be offered.
- Chairs should seek to ensure this policy is not breached during the event.
- Encourage everyone attending to listen to others with respect and without interruption, including people with whom they disagree, or people whose views are not in line with any majority view at the event.
- Follow instructions given by University staff and any security/law enforcement in attendance.
- Respect the space where the event is held; e.g., by ensuring not to leave any litter and abiding by any rules for the premises around consumption of food/drink.

Don't

- Deny the freedom of others to assemble and to express opinions or beliefs different to your own.
- Break the law or endanger the health and safety of others.
- Fail to follow the booking process or seek to subvert or exploit booking systems to prevent attendees from obtaining a place at any event.
- Prevent those who wish to put forward views which differ from your own views / those of your speakers from respectfully engaging at appropriate times.
- Prevent event attendees from raising points and asking questions, when they do so in an appropriate manner.
- Deny access to the event to any person who has correctly registered for this event (if this was required in advance) or who is turning up to attend the event in a manner like other attendees (if no registration is required).
- Cause any damage to event spaces.

What if I choose not to follow the event organising guidelines?

Failure to follow the guidelines above may constitute misconduct or gross misconduct under the [Code of Student Conduct](#) (in the case of students) or the [Disciplinary Policy](#) (in the case of staff), and the discipline procedures under those policies could be followed. The Code of Student Conduct provides for a series of penalties for breach of its provisions including fines, reprimands, suspension or exclusion from the University. The Disciplinary Policy for staff includes sanctions up to and including dismissal.

Where staff or students invite third-party groups or individuals to attend an event on University premises, those staff or students will be responsible for ensuring compliance by those groups or individuals with these guidelines.

Any allegation of a criminal offence committed by a student or staff member during an event may be reported by the University to the police (or, if the police are in attendance to ensure public safety, the police may take direct action in the event of a suspected criminal offence). In some cases, the University may also appoint Sheriff Officers to enforce court orders.

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