



HUGHES HALL  
UNIVERSITY OF CAMBRIDGE

## EVENTS MANAGEMENT PROCEDURE

June 2022

1. This procedure deals with both risk assessment and management of various college events, especially those which include external speakers and/or attendees. Note:
  - 'external' means anyone who is not a member of Hughes Hall
  - private meetings of senior members or college-approved events like dinners and concerts are not normally included – if in doubt, check with the Senior Tutor
2. It also demonstrates Hughes Hall's compliance with the legal duties set out in the *Counter-Terrorism and Security Act 2015* and the *Prevent* duty guidance issued by government.
3. Hughes Hall is strongly committed to the principle of freedom of speech. Every event organiser must ensure that their event complies with the [University's Statement on Freedom of Speech](#), which the College has adopted.
4. The organiser of a proposed event which will be held in the College must complete **either** a Conference booking form, available from [conferences@hughes.cam.ac.uk](mailto:conferences@hughes.cam.ac.uk) or a MCR Room Booking Form, available at [Room Booking – Hughes Hall MCR \(cam.ac.uk\)](#).
5. The forms capture data on the type of event, subject areas of speakers, any contentious or controversial topics that might be covered, how these will be handled and a referral flag to the Senior Tutor if the event requires further scrutiny.
6. The Conference Team and/or Senior Tutor will assess the proposed event in light of legislation and guidance, and will authorise it as proposed, or authorise it with conditions, or decline the request.
7. Hughes Hall reserves the right to seek further information, to stipulate conditions, or to decline a request for an event held at the College. Hughes Hall reserves the right to review its decision if the organiser does not communicate changes of plan to the Senior Tutor, and to cancel an event, even at the last minute, if it becomes aware of significant unauthorised changes.
8. The conditions which may be required include:
  - change of time or location
  - limits on attendance or activities
  - provision of a chairperson or additional contributor(s) with alternative perspective(s)
  - presence of Hughes Hall senior members or staff
9. The reasons for declining an event include:
  - speakers who may promote violence directly or indirectly, or who may advance radicalisation as defined in the college's statement on freedom of speech
  - risks to participants and/or observers which cannot be sufficiently mitigated by reasonable measures
10. If a booking is declined, or is only permitted with conditions, you may appeal to the Bursar indicating clearly why you consider the Senior Tutor's reasoning to be inappropriate. The Bursar's decision is final.