

Booking Events with External Speakers

For the purposes below, a speaker is considered external if they are neither a member of the University nor of any College of the University. For the avoidance of doubt, for the purposes of this document, alumni are considered members of the College. For information on booking events where there are no external speakers, please go <https://christcollege.roombookingsystem.co.uk/user/overviewday>

- A. Rooms and meeting places for events are managed by the Conference and Events Manager located in Z18 of the Todd building.
- B. Requests for events with external speakers must be provided in writing by the event organiser and ideally 4 weeks in advance of the event. (In any event, the organiser will need to take into account any lead time he or she may wish to have to publicise the event: an event should not be publicised before approval has been granted.) The College reserves the right to refuse outright any requests for the use of a room or meeting place if such a request is made within 2 weeks of the proposed event, but such requests may be considered.
- C. Bookings should be made through the URL, listed above in the normal way. However an email must also be sent to conference@christs.cam.ac.uk with the following information depicted in D.
- D. A booking request for an event where there is an external speaker will not be considered complete unless it includes the following information, as a minimum:
 - name and contact details of the external event organiser;
 - title of the proposed external event;
 - names and contact details of formal presenters or speakers at the external event, if any;
 - details of any external organisation represented or publicised at the external event;
 - brief description of proposed talks and/or activities;
 - dates and times of the proposed external event;
 - projected number of attendees, including:
 - student members of the College;
 - other members of the College;
 - other members of the University;
 - people external to the College and the University.
- E. No event with an external speaker may be publicised as taking place until confirmation has been received from the College. If an event or room booking is refused, you may appeal the decision to the Master or President. Such an appeal decision will be the final decision.
- F. Activities likely to be considered inappropriate to be conducted on College premises include:
 - internal or external speakers giving talks which directly or indirectly promote violence towards members of the College or the general public, or which may advance the radicalisation of College members (as it is defined in the College's statement on freedom of speech);
 - internal or external speakers whose presence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of its members or of the general public;

- physical activities where there has not been due regard for the safety of participants and onlookers;
- activities where the College has been advised by the police that they represent a high risk at the specified time or location proposed.

G. In addition,

- The College reserves the right to seek additional information before confirming a booking.
- The event organiser (i.e. the named person making the booking) agrees as a condition of submitting the room booking request to notify the College if any of the details submitted change.
- The College reserves the right to review its decision on allowing an event to proceed if any of the information provided changes.
- The deliberate provision of false or incomplete information by the event organiser may be addressed under the disciplinary procedures of the College, if appropriate, or otherwise invalidate the booking.