

Briefing and role of the Organiser at KCLSU Student Activity Group Events

The purpose of this briefing is to provide essential, useful information and tips for the organiser KCLSU events Student Activity Group Events.

The Organiser is responsible for ensuring KCLSU, KCL, all speakers and attendees have the correct information about the event, they must ensure they follow all of KCLSU policies. The organiser shall ensure they have undertaken checks for all external speakers they are considering for an event. They should also ensure they appoint a chair who has suitable experience and is neutral on the subject.

Pre event issues - it can often be useful before going onto the stage to discuss the practical issues with the speaker(s) and chair to prevent any confusion on stage and/or once the event has started. It is useful to:

- Arrange to meet the speaker(s) ideally around 15-20mins before the event. You should ensure the speaker is aware of KCLSU Safe Space policy and remind the speaker that free speech is protected within the law.
- Confirm the order of the event, i.e. introduction by chair, lecture, Q&A session and give speaker/s idea of when the event will end.
- Confirm the running order and seating position if there are a number of speakers.
- Re-confirm how long each speaker is expected to speak for: advise that you will tell speakers when their presentation ought to end and explain how you will do this.

During the event

The event organiser should ensure they are on hand to support the chair, speakers, KCLSU Safe Space Marshals and any other relevant KCLSU/KCL staff.

Safe Space Policy

The event organiser shall ensure the chair and speakers are aware of KCLSU's Safe Space Policy ahead of the event. On the night it is the responsibility of the chair to ensure the policy is enacted by all at the event. The organiser should support the chair in upholding the policy.


Evacuation procedures

All KCLSU and University operate a self-evacuation procedure within their spaces, except in the case of those who require Personal Evacuation Plans (PEEPS), which should be arranged in advance with KCLSU or the University. In the event of an emergency follow the fire exit routes, which are signposted in green and evacuate by the nearest fire exit, as directed by Fire Marshalls. Fire Evacuation controllers will ensure all buildings are clear.

Fire evacuation routes and assembly points can be found here - <https://internal.kcl.ac.uk/about/ps/safety/fire-building/build-fire-plan.aspx>

Protests/disruptions and the organiser

Serious protests or disruptions at KCLSU events are rare but in this instance it would be the Chair who would need to alert Security and/or the Safe Space Marshalls. In an exceptional case the College would be able to step in and cause an event to end prematurely in the interests of public Order.



The organiser of any public event is an important figure as under UK legislation the chair of any 'public meeting' is the person in charge including during incidents of disorder. You are the representative of KCLSU at these events, not just the sponsoring or organising group if there is one. If you have any concerns that the event you have agreed to chair is likely to attract protest or if you find out that protest or disruption is planned at the event then please alert the event organisers.

At “controversial” events it is not prudent to have someone in the chair whose own views mean they may not be seen as a neutral chairperson. If there are indications prior to the event that protests may occur or the speaker/s and/or topic are controversial, one possible option is that when introducing the event the chair can highlight to the audience the importance of free speech within the law and that there will be a opportunity for questions to the speaker/s later in the event.