



LUTHER KING CENTRE POLICY AND PROCEDURES: EVENTS AND SPEAKERS

Events

1. All LKHC branded events will respect the ethos, vision and values of the Trust and its Colleges.
2. When organising branded events off-site, organisers will ensure the event adheres to the following principles:
 - Commitment to equality and diversity
 - Due regard for Health and Safety
 - Commitment to freedom of speech
 - Commitment to academic freedom
 - Due regard for the Prevent duty
3. All events must be agreed in advance by the Operations Committee and details submitted for formal approval. If approval is withheld, the event cannot proceed.
4. Any marketing materials for the event must be agreed by the Operations Committee.
5. When partnering with other organisations the Operations Committee will consider the appropriateness of the organisation in the light of the ethos, values and vision of the Trust and its Colleges.
6. Where decisions are needed between meetings of the Operations Committee, Chair's action will be taken and reported to the following meeting for approval.

Speakers

1. An external speaker is defined as one who is invited to speak outside of normal LKC activities related to teaching, research or administrative operational meetings.
2. All external speakers must be agreed by the Operations Committee before an event can proceed and details submitted for formal approval. If approval is withheld, the speaker cannot be invited.
3. Advice may be sought from appropriate experts (internal or external) to enable a decision regarding approval to be made.

4. When approving a speaker, the Operations Committee will have due regard for issues related to:
 - Equality and diversity
 - Security and safety
 - Ethos and reputation
 - Freedom of speech
 - Academic freedom
 - Prevent duty
5. LKC will inform the speaker in writing of any conditions placed on the event.
6. Any marketing materials for the event must be agreed by the Operations Committee.
7. Where decisions are needed between meetings of the Operations Committee, Chair's action will be taken and reported to the following meeting for approval.

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