

TERMS AND CONDITIONS OF ATTENDING PUBLIC UNIVERSITY EVENTS

Version 2

Policies superseded by this version

This document replaces version 1 of the policy, with effect from 1st August 2026.

Summary of changes to previous version

The policy has been updated following a review due to merge of City, University of London and St George's, University of London and introduction of Code of Practice on Freedom of Speech.

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1 Introduction

- 1.1 City St George's hosts a wide range of public events, lectures, conferences, seminars, networking activities and community engagement activities. This policy establishes the terms and conditions that apply to attendance at University-managed public events and sets out the expectations, rights and responsibilities of attendees.

The purpose of this policy is to:

- Provide a clear and consistent framework for the management of public events.
- Ensure the safety, wellbeing and enjoyment of attendees, speakers, staff and visitors.
- Protect the University's reputation, facilities and resources.
- Clarify arrangements relating to event registration, cancellation, photography, filming, accessibility and conduct.

- Support compliance with relevant legislation including health and safety, equality, data protection and freedom of speech requirements.
- Provide a publicly accessible version of the Terms and Conditions on the university website.

2 Freedom of Speech and Academic Freedom

- 2.1 City St George’s, University of London, regards freedom of speech and academic freedom to be fundamental to delivering its mission as the University of business, practice and the professions. Its values in this respect are set out in a code of practice on freedom of speech and academic freedom, which explains how the University will uphold, secure, and promote freedom of speech within the law:
<https://www.citystgeorges.ac.uk/about/governance/policies/code-of-practice-on-freedom-of-speech>.
- 2.2 Nothing in this policy should be interpreted in any way that would be inconsistent with the code of practice and – in the event of any inconsistency – the provisions of the code will prevail.

3 Equity, Diversity and Inclusion

- 3.1 City St George’s, University of London works to advance equity, diversity and inclusion in its activities, processes, and culture, for the whole University community, including staff, students and visitors.
- 3.2 The University will meet its obligations under the Equality Act 2010 in its policies and seek to eliminate discrimination on the basis of age, caring responsibilities, disability, gender identity, gender reassignment, marital status, neurodiversity, pregnancy, race, religion or belief, sex, sexual orientation, and socio-economic background.

4 Definitions

4.1

Term	Definition
Event	Any lecture, conference, seminar, workshop, networking event, open day, public engagement activity or other organised activity hosted by the University.
Guest / Attendee	Any individual attending a University event, whether registered, invited or accompanying another attendee.
Delegate	A registered participant attending a conference, training event or similar organised activity.
Event Organiser	The University department, team or individual responsible for planning and delivering an event.
Public Event	An event that is open to members of the public, either through registration or invitation.
Venue	Any physical or virtual location where an event takes place.

5 Policy

Cancellation of and changes to public events

- *All advertised event dates, speakers and locations are subject to change.*
- *City St George's reserves the right to cancel an event due to low enrolment or other circumstances which would make the event unviable.*
- *City St George's reserves the right to cancel an event resulting from circumstances beyond its reasonable control, including severe weather, industrial action, public health emergencies, utility failures, transport disruption or government restrictions.*
- *Where an event is cancelled registered guests will be contacted as soon as possible. Guests should provide a valid email address when registering for events to ensure they are informed immediately of any last-minute changes.*
- *City St George's will not cover any expenses incurred should an event be cancelled.*
- *City St George's shall not be liable for any failure or delay in holding an event where such failure or delay results from circumstances beyond its reasonable control, including severe weather, industrial action, public health emergencies, utility failures, transport disruption or government restrictions.*
- *In line with the University's Code of Practice on Freedom of Speech and Academic Freedom, the University considers that freedom of speech should be safeguarded. The cancellation of an event as a result of concerns about the lawfulness of the speaker's speech or views shall be exceptional and undesirable, and subject to compliance with the University's Code of Practice and Procedure for Events and Visiting Speakers.*

Right to refuse entry, latecomers and guest conduct

City St George's reserves the right to refuse admission or request guests to leave before or during an event if, in its reasonable opinion:

- *Admission to the venue might be a risk to the safety of the audience and/or the guest.*
- *Admission might affect the enjoyment of members of the audience.*
- *Admission might affect the running of the event.*
- *Guests engage in harassment, discrimination, intimidation, or threatening behaviour towards speakers, staff, students, or other attendees, or otherwise act in breach of the University's Code of Practice on Freedom of Speech and Academic Practice, or its Bullying and Harassment Policy.*
- *Guests have not pre-registered or the event is by invitation only.*
- *Appropriate action has been taken at previous events resulting in a guest being asked to leave.*
- *Guests do not arrive by the start of the event.*

City St George's reserves the right to conduct reasonable security checks and to prohibit items that may present a safety, security or operational risk.

Health and Safety

- *Guests must comply with all reasonable instructions given by University staff, security personnel and venue representatives.*
- *Guests must follow all health and safety requirements, including emergency evacuation procedures where applicable.*

Photography, filming and intellectual property

- *Images and recordings may be used by City St George's for promotional, educational and archival purposes in any media now known or developed in the future.*
- *Guests will be advised at the venue if filming and photography is taking place during an event and staff can advise guests where to sit if they do not wish to be photographed or filmed.*

- All copyright is assigned to City St George's for any recordings of events produced by the University and guests may be filmed or photographed without compensation.
- The unauthorised use of sound or film equipment in the venue is strictly prohibited without prior approval. If you wish to use this equipment, please contact the events team prior to the start of the event. Unauthorised recording may result in content being destroyed, and your removal from the event.
- Materials presented at events remain the intellectual property of the respective speakers or City St George's unless otherwise stated and may not be reproduced, distributed or published without permission.

Age suitability

- Unless specified, our public events are suitable for ages 16 and above. However, for most events, younger children are more than welcome to attend but must be accompanied by an adult who will be responsible for the child at all times. If you are unsure of the suitability of an event for a young person, please contact the events team.

Delegate names and information

- All registration options and guest data will be held in accordance with the university's Data Protection Policy and Privacy Notices.
- City St George's will not be held responsible for any inconvenience caused by the supply of incorrect personal information provided by guests or delegates at registration stage for use on badges and delegate lists.

Freedom of speech

- The views expressed by speakers, panel members or attendees are their own and do not necessarily represent the views of City St George's, University of London.
- City St George's is committed to fostering an environment that supports freedom of speech within the law and encourages disagreeing well. Attendees are expected to engage with differing viewpoints respectfully and constructively, recognising that robust debate and the exchange of ideas are fundamental to academic and public discourse.
- Guests should refer to City St George's Code of Practice on [freedom of speech](#).

Accessibility and Reasonable Adjustments

City St George's is committed to making its events accessible. Guests requiring reasonable adjustments should contact the events team in advance of the event so that appropriate arrangements can be considered.

Electronic equipment

- All electronic equipment, especially mobile phones, must be set to silent before entering the event venue.

Lost property

- Guests attend events and bring personal belongings at their own risk.
- Where a cloakroom is provided, all items are left at their owner's risk. If any items are found or left in the cloakroom after an event has finished, they will be taken to the Security Office.
- City St George's accepts no responsibility for loss, theft or damage to personal property except where liability cannot be excluded by law.

5.1 Purpose

The purpose of this policy is to establish clear terms and conditions governing attendance at University events. It provides guidance to attendees and event organisers regarding registration, participation,

conduct, photography and filming, cancellations, accessibility and other matters relevant to the safe and effective delivery of events.

5.2 Scope

This policy applies to:

- All public events organised, hosted or managed by City St George's.
- University staff involved in organising or supporting events.
- External speakers, presenters and facilitators participating in events.
- Registered delegates, guests, visitors and members of the public attending events.

The policy applies to both in-person and online events unless otherwise stated.

5.3 Principles

The University is committed to delivering events that are:

- Safe, inclusive and accessible.
- Managed fairly and consistently.
- Conducted in accordance with relevant legislation and University policies.
- Supportive of freedom of speech within the law.
- Respectful of the rights, dignity and wellbeing of all attendees.

Attendees are expected to behave respectfully towards staff, speakers and other guests and to comply with reasonable instructions provided by event organisers.

5.4 Roles and responsibilities

Events Team/Event organisers

The Events Team is responsible for:

- Planning and delivering events in accordance with this policy.
- Communicating event information and any changes to attendees.
- Managing registrations and attendee communications.
- Ensuring appropriate arrangements for health, safety and accessibility.
- Ensuring events comply with University policies and procedures.
- Identifying and managing event-related risks.
- Providing accurate event information to attendees.

Attendees

Attendees are responsible for:

- Providing accurate registration information.
- Following event instructions and venue requirements.
- Behaving in a respectful and appropriate manner.
- Complying with University policies applicable to event attendance.

6 Procedure

6.1 The following procedures apply:

- Guests register for events through the approved University registration process.
- Guest can view the Terms and conditions of attending public university events on the registration page
- Event organisers will communicate joining instructions and relevant event information in advance where appropriate.
- Any changes to event details will be communicated to registered attendees using the contact details provided at registration.
- Event organisers may refuse admission or remove attendees in accordance with this policy where necessary to ensure safety, security or the effective operation of the event.
- Any concerns regarding event accessibility, photography, filming or attendance requirements should be raised with the Events Team prior to the event where possible.

7 Advice and guidance

7.1 Questions regarding this policy should be directed to the Events Team.

The Events Team can provide advice regarding:

- Event registration and attendance.
- Accessibility requirements.
- Photography and filming arrangements.
- Event cancellations or changes.
- Interpretation of these terms and conditions.

Contact details:

Events Team
events@citystgeorges.ac.uk

8 Failure to comply

8.1 Failure to comply with this policy may result in:

- Refusal of entry to an event.

- Removal from an event venue.
- Restrictions on attendance at future University events.
- Referral to relevant University procedures where an attendee is a member of staff or student.

Serious breaches may result in further action where appropriate under University regulations or applicable law.

9 Review

- 9.1 This policy will be reviewed by the Events Team in consultation with relevant stakeholders every three years, or sooner where legislative, regulatory or operational changes require.

Responsibility for approving amendments rests with Director of External Relations

The policy owners are Events Manager (Academic) and Head of Communication and Engagement.

Policy information

Should you require further information regarding this policy or access to the policy in an alternative format, then please contact Louise Gordon, Events Manager (Academic).

Policy Title:	TERMS AND CONDITIONS OF ATTENDING PUBLIC UNIVERSITY EVENTS
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Primary Author:	Louise Gordon, Events Manager (Academic)
Related Policies:	• Code of Practice on Freedom of Speech • Data Protection Policy • Equality, Diversity and Inclusion Policy • Bullying and Harassment policy • Health and Safety Policy
Accountable Authority:	Louise Gordon, Events Manager (Academic)
Approving Authority:	Sophie Cubbin, Head of Communications and Engagement
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