



**MARBELLA
INTERNATIONAL
UNIVERSITY
CENTRE**

Marbella International University Centre (MIUC)

MIUC Events Policy and Process

Responsibility of:	MIUC Chief Operating Officer
Initial Approval date:	05 March 2026
Approved by:	MIUC Academic Board
Revised	
Review date:	March 2028

MIUC Events Policy and Process

1. Background to the procedures

- 1.1. MIUC has a duty to 'have due regard to the need to prevent people from being drawn into terrorism'. In undertaking this duty, MIUC must ensure that it assesses risks arising from external speakers attending MIUC events or giving guest lectures. The procedures below are designed to ensure that such risks are assessed and considered and, where appropriate, mitigated.
- 1.2. In addition to the above duty, MIUC also has an obligation to protect academic freedom and free speech. MIUC aligns with the University of West London's [Code of Practice on Free Speech](#) and event organisers should ensure that they are familiar with this code. The code sets out what considerations will be made when it is considered that an external speaker presents a risk to staff, student and/or members of the public.

2. Scope of this procedure

- 2.1. Events: This procedure applies to all events, including online events such as webinars and live events on social media, that are held by MIUC. This may be an ad hoc talk or lecture a MIUC sponsored event. It should include lecture series where these are not part of scheduled classes. All these events must be submitted to the MIUC Senior Management Team (either the Chief Operating Officer and/or the Dean, as appropriate) for approval. Events could be a lecture, a seminar, a fundraising event, a dinner, an Open Day – the definition is wide to ensure that all MIUC sponsored activity is considered.
- 2.2. Guest lecturers: all scheduled lectures where there is a guest speaker must go through the procedure for approving the speaker as outlined below.
- 2.3. Off campus events: the procedures for off-campus events are also outlined below.

3. Approval and due diligence on external speakers (including guest lecturers)

- 3.1. All external speakers must be approved by the MIUC Senior Management Team. This includes guest lecturers who are coming in to talk as part of the curriculum.
- 3.2. Before approval, a check of the speaker must be undertaken through Google or other relevant sources to assess any potential risks in relation to the University of West London's Code of Practice on Freedom of Speech and the form attached at **Appendix A** must be completed. The first three pages of results (if any results are found) of the Google search should be reviewed or other information where available reviewed. Where they belong to an organisation, the website of the organisation must be checked also and a Google search and checking of other relevant information for the organisation.
- 3.3. Records of this search and any subsequent risk assessment must be maintained with the approval for the speaker.
- 3.4. In undertaking the risk assessment, particular attention must be paid to the nature of any religious or political affiliations. Consideration should also be given to whether speakers have extreme views on sexuality, gender, race as well as religion and politics.

3.5. Where there is any content that is inappropriate, or which might be interpreted as conflicting with the University of West London's Code of Practice on Freedom of Speech, this should be considered by the MIUC Senior Management Team, and the event may not proceed if the event is likely to:

- cause a potential breach of the [University of West London's Equality and Diversity policy](#);
- cause reputational risk to MIUC;
- cause fear or alarm to members of the MIUC community;
- have the potential for the speaker's presence on campus to give rise to a breach of the peace.

4. Organising an event

4.1. The procedure for organising an event is set out below.

4.2. Event organisers must provide the following information through the form provided in **Appendix A: External Speaker/Guest Lecturer Checklist**.

- a) Event owner
- b) Date and time of event
- c) Whether the event is taking place online or in person
- d) If the event is taking place online, provide details of how the event will be delivered online
- e) If the event is taking place in person, provide details of where the event is taking place
- f) What online tool will the event be held on? (provide links to the event or how to register)
- g) Names of any speakers and any external speakers and the organisation to which they belong, if applicable, together with any information on affiliations
- h) Expected number of attendees
- i) Confirmation of whether the event will be open to the MIUC Community only, an invitation only event, or an event which is open to the general public
- j) Confirmation if the event and speaker are likely to attract media interest – if so, explain the reason for this
- k) Draft publicity for the event.

4.3. Once the above information is submitted, it will be checked by the MIUC Senior Management Team as appropriate and entered into the ConnectEd Calendar.

5. Events held off campus

5.1. The same procedure must be applied to any events organised off campus which may be seen as a MIUC event. These events should also be submitted to the MIUC Senior Management Team.

6. Making an ad hoc room booking

6.1. Before submitting an event request for an event held on campus, staff may make a provisional room booking through the MIUC Academic Administration Manager. The room booking will not be fully confirmed until the event has been approved.

7. Student and Students' Union events

7.1. All MIUC Students' Union and student events should also follow the process outlined in this policy. Students may only book rooms for events which have been approved by the MIUC Senior Management Team.

8. Procedure for events booked by external organisations

8.1. An external individual or organisation requesting to book a room, or hold an event, at MIUC should also follow the process outlined in this policy. Rooms for events will only be confirmed, once the event has been approved by the MIUC Senior Management Team.

Appendix A - External Speaker/Guest Lecturer Checklist is provided overleaf.

Appendix A - External Speaker/Guest Lecturer Checklist

This form is to be used to approve events and external speakers or guest speakers who are invited to speak as part of the curriculum. Before completing this form, please refer to the MIUC Events Policy and Process for approving events.

Name of Speaker	
Organisation and role	
Name of Organiser	
Purpose of session/talk	
Course and/or module to which the talk relates where it is a guest speaker	

Approval of the speaker	Yes/No	Comments
Is the guest speaker contributing to the curriculum?		
If yes, has the speaker and subject been agreed with the Course Leader?		
Has this speaker been booked before?		
If yes, was this checklist previously completed? Did the event pass without any issues?		
If this is the first event with the speaker, is a member of MIUC staff familiar with the speaker?		
Are you satisfied that the speaker and subject is appropriate, based on the speaker's skills knowledge, experience and reputation for the purpose of the session?		
Have you checked the background of both the organisation and the speaker (usually by running a Google search to review any news stories or reviewed other relevant information etc)? Please attach the results.		
Have any issues arisen that give cause for concern under the University of West London's code of practice on freedom of speech ? Where yes, what is your proposed mitigation?		

Confirmation that due diligence has been undertaken on the speaker

Signature:	
Date:	

Approval of the speaker

Signature:	
Head of School/Service Department:	
Date:	

Where issues are identified, these will be considered by the MIUC Senior Management Team, and the event may not proceed if the event is likely to:

- cause a potential breach of the [University of West London's Equality and Diversity Policy](#);
- cause reputational risk to MIUC;
- cause fear or alarm to members of the MIUC community;
- have the potential for the speaker's presence on campus to give rise to a breach of the peace.



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