Guideline for organising events at the ROE

# The purpose of these guidelines

The purpose of these guidelines is to smooth the logistical and communication issues that arise when events are held at ROE.

## What is an “event”?

Many types of meetings and visitor-driven activities are held at ROE. For the purposes of these guidelines, an “event” involves one or more of the following:

* Has a site-wide impact on logistical issues.
* Takes place out of normal working hours.
* Is led by an external organisation, possibly involving hire of a space.
* Involves content or people that are of significant professional interest to different partners on the site.

For these guidelines, events fall into two categories, with some illustrations below - please use your common sense:

|  |  |
| --- | --- |
| *Require approval & should comply with the guidelines*  (Mostly large events – over 40 attendees - & new programmes) | *Should comply with the guidelines but do not require (fresh) approval*  (Mostly smaller events & established programmes) |
| ROE Workshop | University lectures |
| Other Conferences and Workshops | UCAS visits |
| ROE Open Days | Winter Observing Programme |
| Use of the Lecture Theatre, Higgs Conference Room, Higgs Cafe or Rooftop Gallery | VC Winter Talks |
| A new major series of public lectures or Visitors programme | VC special events restricted to VC area only |
| A major meeting (e.g. design review) that utilises more than one meeting room for more than a whole day | Small design reviews |
|  | |

## Location for an event

|  |  |  |
| --- | --- | --- |
| Location | Capacity | Booking |
| Lecture Theatre | Seats 90 | Online resources (link) |
| Rooftop Gallery | Seats 30 comfortably, with a maximum floor loading limit of 50 people standing e.g. for a buffet. | Booking out rooftop or for a tour of facilities RoyalObsEdin@stfc.ac.uk |
| Higgs Conference Room/Visualisation Suite | Seats 80-100 if doors are left open and ventilation continually monitored | Through Directors EA |
| Higgs Rooftop Café | 80 people standing e.g. for a buffet. | Usually with a conference room booking |

## Event Convener – Approval & Responsibilities

Every event must have an Event Convener (EC) from the UK ATC or IfA. The EC is responsible for securing approval, if necessary, and for ensuring these guidelines are followed. Of course, they may share or delegate the actual work. The EC is also responsible for ensuring that arrangements are made for at least one staff member from either IfA, UK ATC or the VC team remains on site throughout an event to act as contact and to ensure that the event and any subsequent ‘tidy up’ is completed satisfactorily.

***To secure approval for meetings of over 40 people***, contact Lynn Ritchie, lynn.ritchie@stfc.ac.uk. Lynn will contact the appropriate people for approval.

The proposal should cover:

1. Date and time of event
2. Number of people participating
3. Outline of programme
4. Spaces and equipment requirements
5. Any out-of-hours access requirements
6. Catering requirements
7. Greeting and Leaving arrangements
8. A risk assessment

A full event proposal sheet can be found at the end of this document.

For all events, the EC’s key areas of responsibility are to ensure appropriate and adequate arrangements have been requested well in advance for:

1. Communicating with the site
2. Spaces and equipment
3. Setting up and clearing up of spaces
4. Catering
5. Access & security
6. Health & safety
7. PR & signage
8. IT access such as Wifi or computing terminals
9. Staffing
10. Media Services
11. Name badges for attendees

If you are organising but not available on the day, please make sure a full hand-over is completed.

The guidelines for these areas of responsibility are in the following section.

# Booking spaces & equipment

Appendix I shows the details of the main spaces on site and how to book them.

You can book most of the rooms and digital projectors through Outlook. Make sure these bookings are up-to-date with your plans, including removing requirements if your event is cancelled.

# Communication

For major annual or one-off events, once they have been approved by all sides, send the main details to the Executive Assistant to the Director, UKATC, to be included under “Future Events” on the weekly notice board (with a link to the event webpage if one exists). Regular programmes do not need to ‘clog’ the notice board.

# Setting up and clearing up of spaces

Two simple rules apply:

1. ***Leave spaces as you find them***, at the very least ready for the next booking.
2. Organise the timings of bookings *and people* to enable you to do this. Estates staff may be available to assist with any heavy lifting and they should be requested through the helpdesk. This is the responsibility of the event coordinator.

# Catering

You are expected to use Baxter Storey (who run the canteen), but you can use other external caterers in exceptional case, please discuss with Eleanor Horsburgh.

Baxter Storey will require the order to be placed at least 1 week in advance for catering and 1 day for tea and coffee.

Ensure that your caterers have access to site and to the rooms to set up ***and clear away and factor this into your timings***. You may need to organise access to the space for the caterers to deliver and collect the food and equipment.

An up-to-date catering menu can be provided by contacting [roekitchen@stfc.ac.uk](mailto:roekitchen@stfc.ac.uk).

# Access and Security

The site in not generally available for events outside normal working hours, except for some established programmes. Assistance from Reception in the Lodge is available from 0800 to 18.00, however, these hours can be extended a little to help with the arrival or departure of visitors, if requested in advance via the Estates Manager.

## Arrival, direction and registration.

The lodge can be used if properly organised, i.e. somebody (NOT the receptionist) to meet and greet and to direct visitors to venue(s). Other spaces may be more appropriate for registration and you will need to consider staffing the gate to welcome and direct arrivals. Ideally a list of registered visitors and their cars should be passed to the lodge (as per individual visitors). In practice, an expected visitor list should be provided where that is reasonably straight forward (e.g. conference registration list) and cars must be identified only if there is a clear need for them to be parked inside the gates (e.g. equipment transfer or disabled access). Consider whether you need to provide a cloakroom facility for visitors. Once all your visitors have left you should let the lodge staff know.

## Security System.

For smaller events, <12 people, individual visitor passes can be organised in advance from reception through an email. For larger numbers (mainly events that involve the lecture theatre, Higgs Centre and VC), you will need to ensure that visitors are chaperoned to any other parts of the site that will require a pass. Under no circumstances should doors be propped open; however, it is possible to request that the Higgs or Lecture Theatre doors be unlocked for a set period of time. This can be done through the Head of Estates, roeestates@stfc.ac.uk.

# Health & safety

Follow the Risk Assessments for spaces you are using. These can be found on the intranet http://intra.roe.ac.uk/atc/admin/health\_safety/. Identify any additional specific risks associated with your event and ensure any necessary additional measures are put in place. The host on the day should inform visitors of the information in Appendix II.

# PR

## Support with publicity, PR, displays and signage

Requests for help are often left until the last minute. Don’t make that mistake! Try to discuss your requirements at the earliest opportunity, at least four weeks in advance.

* The potential for a press release for your event should be discussed with Henry Northmore, henry.northmore@stfc.ukri.org.
* If publicity, posters, photographs, or other coverage requiring Media Services support are needed, these should also be booked via Media Services, Jason.cowan@stfc.ac.uk, as far in advance as reasonably possible.
* Corporate displays and temporary site directional signage. For help with these contact John Davies x 348.

# IT

Access to internet services, computing accounts and computers must be booked through the IT Support Group, via a Helpdesk ticket submitted at least 2 days in advance of the event (and longer if a major usage is expected). Make sure to check all equipment and help the visitors set up equipment.

*Wi-fi work space*. If you wish to organise a work space that provides wi-fi internet access for visitors, they can usually access Eduroam or Gov wifi, for help with this you can submit a helpdesk ticket to [roeitsupport@stfc.ac.uk](mailto:roeitsupport@stfc.ac.uk). This should be done at least two days in advance of the requirement.

# Staffing

The EC is responsible for identifying, with appropriate consultation, any staff resource required to support the event and determining how any resulting financial implications (e.g. payment of overtime) will be met.

# Appendix I - Space and use of the site

Meeting and presentation spaces available

The site has four main spaces that can host presentations or meetings for 30+ people, there are also five spaces for smaller meetings or breakaway groups. When booking these spaces, allow for the time you will need to set up beforehand and then clear away after your event. Make sure you leave the spaces clean, tidy, and as you found them.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Location** | **Seated max. occupancy** | **Standing max. occupancy** | **Priority use** | **How to book** |
| Villas | 10 | N/A |  | Resource Booking System |
| Crawford | 15 | N/A |  | Resource Booking System |
| M1 | 14-25 | N/A |  | Resource Booking System |
| M3 | 8-15 | N/A | UKATC Staff | Resource Booking System |
| Higgs Conference | 80 | 125 |  | Resource Booking System, approved by PAs |
| Higgs 2nd floor (rooftop) | 6 | N/A | BiD, Tenants | Via BiD, Project Assistants or Teaching Office |
| Higgs Café | N/A | 80 | Users of Higgs conference room, for buffet lunches |  |
| Lecture Theatre | 90 | N/A | University teaching eg mornings during term time are reserved for this | Resource Booking System |
| 1894 (rooftop) Gallery | 30 | 50 | Public and educational activities of the Centre. Availability can be checked on the Rooftop Gallery Calendar, but you cannot make a booking there | For bookings of the rooftop gallery please email  [RoyalObsEdin@stfc.ac.uk](mailto:RoyalObsEdin@stfc.ac.uk) |
| Canteen | 60 | N/A | Bookings will need to fit round the site’s normal breakfast and lunch arrangements – see below. Out of hours use is very limited (usually VC activities) | Resource Booking System confirmed with Catering Manager |

## Using other parts of the site

In addition to the above you may need access for:

* *Parking*. There is a council car park on Blackford Hill but available space cannot be guaranteed, you may need to make other arrangements e.g. bus transport from hotels. Provision for disabled visitors parking is within the grounds and you must make special arrangements for access/egress before 08.00 or after 18.00~~.~~
* *Canteen*. Kitchen staff must be informed in advance if visitors are going to be using the canteen. The chef needs seven working days notice.~~.~~ Try to encourage visiting groups meetings etc. to break for lunch at 13.00 or later to save inconvenience to the regular users. Alternatively, you can organise a buffet in one of the site’s meeting rooms
* *Crawford Collection*. If you wish to show delegates the Crawford Collection of historical books contact the Librarian, [libraryroe@stfc.ac.uk](mailto:libraryroe@stfc.ac.uk). Max group size is eight people, at least one week’s notice if possible.

**Appendix II – Health and Safety information for hosts to announce**

* **Fire** – advise of local fire exits and where the muster point is. Visitors to wait there until told otherwise. Fire alarm is tested 9.45am Mondays
* **Covid-19** - Hand sanitisers at each entrance and if you feel unwell with Covid symptoms leave site immediately
* **First Aid** – any first aid requirement contact your host
* **Security** – if you have an access pass keep it visible. Guests not to leave site without reception in the lodge being informed
* **Welfare facilities** – point out closest toilets. Advise on refreshments and/or water availability
* **Waste/recycling** – point out closest bins if necessary
* **Smoking** – point out closest smoking point/cigarette bins (South side of library or beside the IfA entry doors)
* **Cycling** – if anyone is cycling point out cycle rack locations and ask that bikes aren’t chained to railings. Cyclists to dismount on site
* **Footpath** – advise that there is a footpath that runs alongside the observatory wall so walking on the main road can be avoided

Royal Observatory Edinburgh

Events Proposal Form

This form should be completed and signed by the event organiser and emailed to Lynn Ritchie with the risk assessment for approval at 30 days before the planned event.

Return by email will be accepted as approval.

|  |  |
| --- | --- |
| Contact Name |  |
| Company Name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |
| Dates and times required |  |
| Nature of the event |  |
| Number of delegates |  |
| Brief running order |  |

|  |  |  |
| --- | --- | --- |
| Area of site (more than one area required simultaneously Y/N) | Times required | IT/AV, room layout requirements |
| Visitor Centre  Seats 30, Maximum floor loading 50 eg for a standing buffet |  |  |
| Lecture Theatre  Seats 90 |  |  |
| Higgs Conference Centre/Visualisation Suite |  |  |
| Higgs Café |  |  |
| Meeting Room  Various sizes 3-25 people |  |  |
| Other requirements | Number | Time | |
| Visit to Crawford Collection (groups of 8 max) |  |  | |
| Visit to observatory dome (groups of 30 max) |  |  | |

**Agreement**

I agree to the following conditions for events at the Royal Observatory, Edinburgh:

1. Adhere to the guidelines outlined in this document

2. Payment for any catering booked, to be invoiced after the event.

Signed: …………………………………………… Name: …………………………………………

Position: ………………………………………….. Date: ………………………………………...