

## **EVENTS AND EXHIBITIONS CRITERIA**

1. Events and exhibitions held in the Parliament and its grounds are closely aligned to achieving the Scottish Parliamentary Corporate Body's (SPCB) purpose, aim and core services, in particular: supporting Members of the Scottish Parliament, raising public awareness and engaging the public, as identified in the Strategic Plan. All events and exhibitions must either be sponsored by an MSP, a group of MSPs (e.g. Committee or Cross Party Group) or by the SPCB – depending on the category of activity as set out in the remainder of this policy.

### **Categories of events and exhibitions**

2. There are three main categories of events and exhibitions. These have been developed to take account of the different types of events and the size of the audience. In the main they use different spaces within the Parliament or the landscaped area.
3. The three categories are:
  - Member-focussed events / exhibitions - aimed primarily at raising awareness of MSPs. These will be mainly located in Garden Lobby / other Private Business areas / Committee Rooms / Members' Room
  - Public events / exhibitions – aimed at the general public or people on a specific Parliament guest list. Exhibitions will be mainly located in the Main Hall, and major events may make use of the main spaces of the buildings, such as the Main Hall, Garden Lobby, and sometimes the Debating Chamber. The Debating Chamber is used only occasionally for those events that are deemed appropriate in the view of the Presiding Officer.
  - Landscape events / exhibitions - aimed at both the general public and MSPs. These will be located outside, mainly in the landscaped area at the front of the Parliament.

### **Planning Process**

4. The Parliament's Events and Exhibitions Team has responsibility for advising on the planning and approval process for all events / exhibitions and managing successful delivery of any project. Public events / exhibitions, including those in the landscaped area, require the SPCB's approval.
5. The specific criteria to be considered in relation to each category of activity are set out below.

**Member-Focussed events / exhibitions:**

- Must be sponsored by an MSP, a group of MSPs, a Cross-Party Group, a Committee or the SPCB.
- May provide a specific perspective e.g. promoting a particular energy source, reflecting a sponsoring MSP's particular belief, interest or policy position, but must not be party political.
- Must clearly state the sponsoring MSP's name.
- Must meet the SPCB's operational terms and conditions for events/exhibitions.

In addition the event/exhibition:

- must be related to parliamentary business (e.g. launch of a committee report)

or

- support MSPs in their parliamentary role (e.g. by helping inform/brief MSPs on a specific issue).

**Public events / exhibitions:**

- Must be sponsored by the SPCB as part of its annual Major Events and Exhibition Programme.
- Must be politically impartial and represent a balanced view.
- Must meet the SPCB's operational terms and conditions for events / exhibitions. The intention is that they would allow for individual MSPs or for a Committee to suggest a public event. These would be factored into the Events and Exhibitions Team advice to the SPCB.

In addition a public event / exhibition must meet at least one of the following criteria:

- encourage and develop public awareness of and engagement with the Parliament and/or parliamentary processes (e.g. exhibition on parliamentary activity over a year, Festival of Politics, Doors Open Day)

or

- provide a platform for Scottish influence at home and abroad (e.g. Scotland Week Exhibition, Microsoft Government Leaders Forum and Carnegie events, Highland Year of Culture)

or

- promote significant historical, constitutional or cultural events / anniversaries with a clear link to democracy and / or the Scottish Parliament's history, role or work (e.g. Declaration of Arbroath, and Suffrage Movement Exhibitions, Treaty of Union exhibition).

#### **Landscape events and exhibitions:**

- Must be sponsored by the SPCB as part of its annual Major Events and Exhibition Programme.
- Must meet the Parliament's operational terms and conditions for events / exhibitions.
- Should by their nature / content be more suitable for the external landscaped area.

In addition the landscaped event / exhibition:

- must meet at least one of the criteria for the public events / exhibitions category (above)

or

- support MSPs in their parliamentary role

or

- must offer an opportunity for Parliament to engage in and celebrate significant cultural, historical or tourism initiatives where these further support the parliamentary purpose of engaging audiences with the Parliament, and our role in Scottish national life.