

GUIDANCE FOR MEMBER-SPONSORED EVENTS

General

1. The following is a guide to Members, their staff and external organisations involved in the organisation of a Member-sponsored event or photo call at the Scottish Parliament.
2. An event is a meeting or gathering of people that is not a meeting of the full parliament, a committee meeting or an ordinary internal or private meeting, but that uses the committee rooms, meeting rooms, any of the public spaces, the Garden Lobby, Members' Lobby, the Members' Room, the Chamber Conference Room or the Landscaped Gardens and requires the services of the Events and Exhibitions Team to facilitate it for example visitor registration, booking audio visual equipment, hospitality etc. All Members will be invited to attend a Member-sponsored event.
3. Member-sponsored events must be related to parliamentary business e.g. launch of a Committee report or support Members in their parliamentary role by, for example helping inform/brief Members on a specific issue. They may provide a specific perspective e.g. promoting a particular energy source, reflecting a sponsoring Member's interest or policy position, but must not be party political e.g. a constituency Branch meeting of a political party could not be held in the Scottish Parliament.
4. The Lobbying (Scotland) Act 2016 came into force on 12 March 2018. Host organisations and event guests should check if the organisation they represent is, or needs to be, registered on the Scottish Parliament's Lobbying Register prior to attendance. Any regulated lobbying (as defined under the Act) is legally required to be recorded through the submission of online Information Return(s) on the Lobbying Register. Organisations can examine and search this public register; check eligibility requirements; consult guidance and register their organisation where required, all at www.lobbying.scot. The Lobbying Register Team can also help you with any further questions. Please email lobbying@parliament.scot or call 0131 348 5408.
5. No Member-sponsored events can take place at the same time as plenary or during parliamentary recesses.
6. However, in the instances where business is running late, guests attending events in the Members' Room or committee rooms can attend their events with refreshments being served as planned but no speeches can take place until parliamentary business has concluded. Guests attending an event in the Garden Lobby will remain in the Main Hall where refreshments can be served if agreed until parliamentary business has concluded when they will be accompanied through to the Garden Lobby for the start of the event and speeches.
7. This guidance should be read alongside the general policy for booking meeting accommodation on the intranet.

Members' responsibilities as the event sponsor

8. An Event and Exhibition Request Form must be agreed and checked by Members or a nominated member of their staff on their behalf before it is submitted to the Events and Exhibitions Team thus ensuring that all parties are signed up to the event request before parliamentary resources are committed to the planning process.

9. By signing the Event and Exhibition Request Form, Members are confirming that they consider that the event fits the agreed criteria and conditions for events in the parliament, and that they will be in attendance for the duration of the event. It will continue to be possible for an event to be sponsored by more than one Member. Such events will require only one of those Members to be present.

10. Members or a nominated member of their staff authorised by them will be responsible for issuing invitations to other Members to attend the event.

11. Members or a nominated member of their staff authorised by them will be responsible for signing off the completed Event Plan and agreeing the guest list for the event in consultation with the external organisations to ensure that they are happy with the content and proposed balance of those invited to the event they are sponsoring in the Parliament.

Book launches

12. Accommodation may be booked to launch any book written by a Member. Members may also book accommodation to launch books written by other authors, provided they fall within the following categories:

- anthologies of Members' speeches and extracts from their diaries authorised by the Member or their family
- biographies of former Members of the Parliament authorised by the Member or their family
- books commissioned by or on behalf of the SPCB

and that the sale of books at any of the above launches is permitted.

Photocalls

13. There are two slots available for photocalls one on Wednesday lunchtime and one on Thursday lunchtime. Photocalls can take place either on the right hand side of the Garden Lobby stairs (as you descend) or in the Members' Garden.

14. Information about the photocalls will appear in the weekly Events and Exhibitions Bulletin so all Members would be aware of what is happening when.

15. All organisations wishing to hold a Member-sponsored photocall should complete the current Event and Exhibition Request Form, securing Member sponsorship and making sure that the photocall meets criteria for Member-sponsored events and exhibitions in that they seek to raise awareness of a particular organisation or its work and engage with Members. Members would be invited to attend the photocall by the sponsoring Member as they are for Member-sponsored events. The Events and Exhibitions Team will then liaise with the organisation on your behalf and take forward the arrangements.

Events and Exhibitions Team

16. The completed Event and Exhibition Request Form should be submitted to the Events and Exhibitions Team for approval. Once approved the Events and Exhibitions Team will inform the Member(s) directly and will allocate a dedicated Events Officer to manage all aspects of the organisation directly with the external organisations keeping Members updated as necessary. The Events Officer will act as a single point of contact for Members and the external organisations.

17. The Events Officer will make the necessary room bookings, send an Events Pack to the external organisations which contains an organiser's guide, hospitality options, Information for Guests and information on each of the venues and invite them to attend a site visit. All the documents can be found on the Events and Exhibitions pages on the Scottish Parliament's website.

18. Once the site visit is agreed the Events Officer will inform the Member so they can attend the meeting if they wish. Following the site visit and receipt of the booking forms the Events Officer will draft an Event Plan which will be sent to both the Member and the external organisation to be agreed.

External organisations' responsibilities

19. For general queries and guidance on events, the Events and Exhibitions Team will be the main contact for external organisations. However, before the Team can discuss the event in detail the external organisation must secure a Member to sponsor their event.

20. No external organisation apart from the Scottish Government may be sponsored by Members for more than two events in any 12 month period.

21. External organisations will meet the costs in full for all services contracted from the Scottish Parliament and its suppliers within 30 days of the date of the invoice. The Events Officer will notify external organisations of these costs prior to the event and agree them. If the external organisations dispute part of an invoice, they must still pay the undisputed part within the 30 days.

22. External organisations will also be responsible for liaising with the sponsoring Member on the guest list and agreeing it with their sponsor. All external invitations that are issued must clearly state that the event is being hosted/sponsored by a named Member in the opening paragraph. External

organisations should not invite other Members directly, these invitations should be issued by the sponsoring Member or a nominated member of their staff authorised by them.

23. External organisations should be aware that by nature of the fact that the event is being held in Scottish Parliament it will be open for all Members to attend if they so wish.

Lead in times for events

24. The Events and Exhibitions Team will where possible always endeavour to deliver events on the first choice of date however owing to the high level of demand we recommend that Members and external organisations should be planning between four and six months ahead.

25. Events will be allocated up to 12 months in advance.