Radboud Universiteit

Memo

Date 16 mei 2025
Version number 4.1
Drafted by René Hagels (RS/C&F)

Guide to organising meetings of an academic nature (other than regular teaching and research)

Besides meetings within the framework of regular teaching and research, various other meetings take place on campus in the context of knowledge exchange and debate (referred to here as "meetings of an academic nature[1]"). Sometimes topics are discussed or debated on which views and opinions may differ widely.

Radboud University is committed to enabling such initiatives. After all, a university strives to be and should be a place where such dialogue is possible, even if it is complex and/or sensitive. Meetings organised within this framework provide space to increase knowledge and/or enhance mutual understanding and leave room for those who are attending to hold different views and perspectives. Meetings of an academic nature are covered by Radboud University's internal regulations, codes of conduct, student charter and Prevent-Care-Cure social safety plan.

Application to organise a meeting with potential risks
The vast majority of meetings are not subject to additional coordination or to caveats or adjustments.

Sometimes, meetings may involve risks related to social, physical or material safety. In such cases, the aforementioned potential risks mean that good organisational coordination in advance is necessary. The practical procedure for assessing the meeting application, making risk assessments and taking any necessary appropriate action in consultation with organisers is set out below.

Practical procedure:

1. **Timely registration**

Radboud University asks that initiators and organisers discuss as early as possible their wishes in terms of the day, time, location, any support and the assessment of potential risks. In addition, there may be special requests for facilities for the meeting. This contributes to clarity and the smooth running of the event for organisers, attendees and support staff. It also prevents teaching and research from being inconvenienced unintentionally. Therefore, the application should preferably be made at least 10 working days before the meeting. If that is not feasible, there is the option of fast-

[1] This document does not relate to regular teaching and research.

tracking the application. This may result in less flexibility to provide the necessary facilities and meet wishes.

2. Assessment of potential risks

Initiators and organisers of a meeting or activity are asked to perform an initial assessment themselves of the potential risks and how they shall safeguard against them. This can be done in consultation with the supervisor and/or the manager of the required facilities. This assessment shall be shared with the application. Radboud University's risk assessment may differ from that of the organisers. In that case, the organisers shall be contacted to discuss this and to determine whether risks apply and, if so, what they are.

3. (Possible) measures after assessment

For meetings of an academic nature with risks attached that are organised by staff, students and study associations associated with a faculty, the proposed activity shall be submitted to the dean in advance. If this concerns an initiative by staff or students from different faculties, this is the dean of the faculty where the main organiser works or studies.

For organisers who are employees of other Radboud University units, for other student organisations and for external organisations, the application for a meeting shall be submitted to the director of Radboud Services.

The dean or the director of Radboud Services shall decide what measures are required, if any, and who is responsible for the meeting. In most cases, this shall be the organiser of the meeting.

The purpose of this guide is to enable meetings to go ahead as much as possible and to determine what is needed for them to run smoothly and responsibly, taking into account other activities on campus. However, there may be reasons why the assessed risks unexpectedly prevent a meeting from taking place.