

Event Notification Portal – User Guide for Event Organisers

Overview:

What is the Event Notification Process?

The Event Notification Process is the University's events approval system. It exists to enable holistic campus co-ordination, provide high-quality guest experiences, and give guidance to event organisers so they can ensure campus events and activities are safe. Events are activities that intend to gather people for a purpose outside of core curriculum teaching and learning. They don't comprise regular staff or business meetings. As part of this process, details of the event will be circulated to the Event Notification Group for comment and approval. In return, Event Organisers receive a collective response to verify the activity. The group is represented by senior University stakeholders from a variety of areas, such as Catering, Estates, Health & Safety and Security.

The process enables monitoring of adequate risk mitigation and management of event volumes on any given day/time/venue. Third-party, commercial events brokered, booked and managed with Venue Reading and Venue Henley are currently exempt and should follow their existing risk assessment procedures.

How do I know if I have to submit an Event Notification?

Please visit the [Event Notification Process](#) section on the online [Events Guide](#) for guidance on whether an event needs an Event Notification. Even if you are familiar with the process, please be sure to revisit the guidance, as there have been recent updates.

When should I submit my Event Notification?

As usual, Event Notifications must be submitted **no later than 28 days before the event**. Failure to do so may result in your event having to be postponed. Please note until you have received approval for your event, the event cannot go ahead, and you should not proceed with any event promotion.

Who do I contact if I need assistance?

Please contact event.notification@reading.ac.uk for any additional queries not answered in this user guide.

IMPORTANT – before submitting your Event Notification, ensure to:

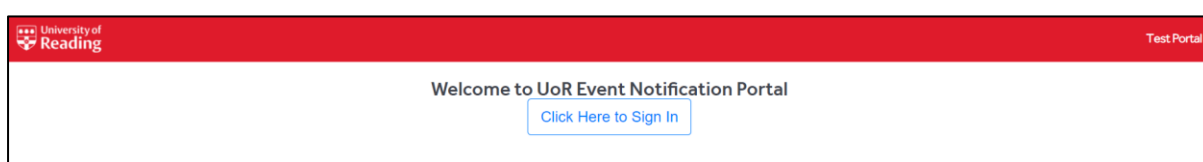
- Contact your Head of School/Department/Function as appropriate to gain permission to plan the event and to ensure that you have adequate resource and budget to do so.
- Check the [Events Calendar](#) on the Portal for any clashes before setting the date/time/location for your event – a confirmed rather than provisional date must be used.
- Contact rooms@reading.ac.uk (for centrally-bookable internal spaces) or info@venueReading.com (for commercial or external spaces) to provisionally book your event location.
- Contact your [Health and Safety Co-ordinator](#) to notify them of the event and seek advice regarding health and safety considerations.

- Gather any supporting documentation regarding your event, for example, contractor details, risk assessments, insurance documents, site plans etc – these must be uploaded at the time of submission.
- **IMPORTANT:** please ensure that you are clear on all details for your event before submitting your Event Notification. The Portal allows you to save a draft version of the Event Notification, so you can gradually add more details as and when these are determined. Submitting a thorough and accurate Event Notification will maximise the likelihood of your event being approved in a timely manner. Submitting an Event Notification that is rushed and still pending key information will slow the process down considerably and result in wasted effort for both the Event Organiser and the Approver Groups.

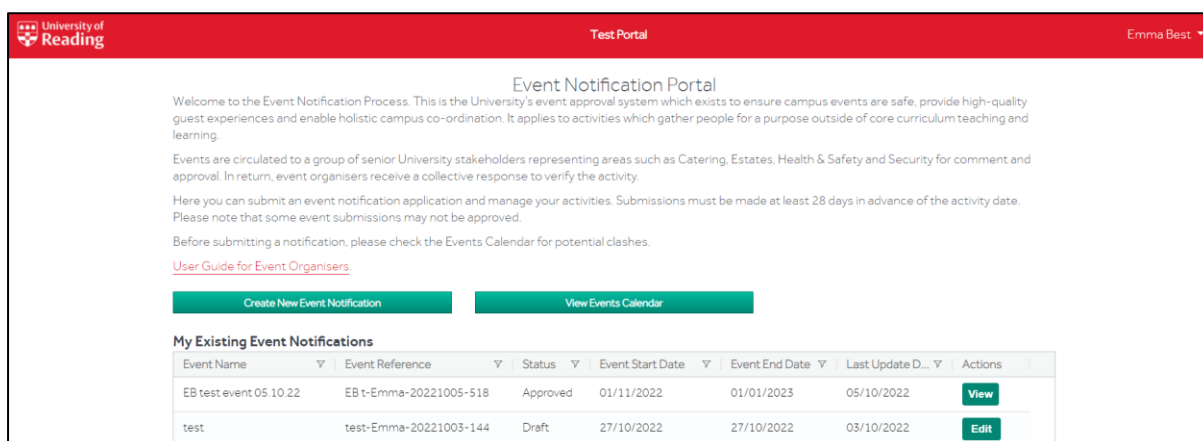
How to complete and submit an Event Notification:

Logging On

- Click to access the [Event Notification Portal](#) and sign in using your usual UoR credentials. *Note that you may not need to sign in if you have already signed in to other UoR systems, such as the Staff Portal, elsewhere on that browser.*



- Once logged on, you will see the introduction and dashboard screen below:



Navigating the dashboard

- Click on the 'Create New Event Notification' button to start drafting a new Event Notification.
- Click on the 'View Events Calendar' button to review what events are being planned at any given time and to avoid potential clashes in event location or audience. Approved events are shown in green on the calendar, whereas pending events are shown in blue.
- The dashboard also includes a grid at the bottom of the page showing a summary of your existing Event Notifications, which can be filtered/searched/sorted as desired on each of the columns. The grid includes the current status of each application:
 - **Draft** – has not yet been submitted by the event organiser.

- **Submitted** – has been submitted by the event organiser and is pending review by the Event Notification Group.
- **Approved** – has been approved by the Event Notification Group.
- **RFI (Request For Information)** – needs to be amended and resubmitted by the event organiser, in response to a request for further information from the Event Notification Group.
- **Declined** – has been declined by the Event Notification Group.
- **Withdrawn** – has been withdrawn by the event organiser.
- *Further details regarding the event statuses and outcomes can be found later in this guide in the 'Possible Outcomes' section.*

Creating a new Event Notification

Introduction

- Click on the 'Create New Event Notification' button in the dashboard to start drafting a new Event Notification.
- Complete the short questionnaire to qualify whether an Event Notification is required. If an Event Notification **isn't** required, further guidance will be provided.

- Once the system has determined that an Event Notification **is** required, you will then be taken to the integrated form, made up of four tabs which must all be completed fully:
 - Event Details
 - Risk Assessment
 - File Upload
 - Declarations

- Note that it is possible to save a draft of your Event Notification to be continued later – simply click on the Save Draft button at the bottom of the screen. Draft applications can be accessed from the grid of existing Event Notifications on the dashboard screen, simply click on 'Edit' to continue filling out the form.

Email*

☐ I have been granted permission by the HoD/HoS to plan this event.*

Next

Save Draft

My Existing Event Notifications							
Event Name	Event Reference	S...	Event Start Date	Event End Date	Last Update D...	Actions	
test	test-Emma-20221003-144	Draft	27/10/2022	27/10/2022	03/10/2022	Edit	

- In order to navigate between the tabs, either click on the relevant tab at the top of the screen or use the 'Previous'/'Next' buttons at the bottom of each page.
- Please see further guidance below on how to complete each section of the form.

Event Details

- Complete basic details regarding your event including: event title, date, time, location, description, estimated attendee numbers and organiser details.
- Note that the 'Estates/Construction Projects' Event Category is reserved for use by the Estates Team only in order to highlight large-scale institutional projects which may clash with/impact upon planned event activity.
- Note that if selecting the 'Drone' or 'Filming' category, the Security and Internal Communications teams must also be notified directly before the flight/filming is about to start and again once it is finished, even if the equipment is School/Department owned or forms part of timetabled activity, and, even if approval have previously been granted.
- If you are organising a series of near-identical events taking place across several dates, these can all be submitted in one Event Notification at the start of the academic year or term, but confirmed dates rather than provisional dates must be submitted. Use the + button to add all individual dates, rather than entering a termly/yearly date range. If not all dates are known, a further notification will need to be submitted at a later date once known. Note that this function should only be used in cases where all the event details (aside from the date) are the same and can be covered under the same risk assessment. Please also ensure that Security Services are reminded 48 hours prior to each event of the nature/number/movement of visitors on campus, including mode of transport and drop-off and pick-up points.

Event Date(s)
Please note that if you are organising a series of near identical events taking place across several dates, you can click on the + button below as many times as required in order to include all of the dates in one application (rather than making a separate submission for each). Note that this function should only be used in cases where all of the event details (aside from the date) are the same and can be covered under the same risk assessment.

Start date* 01/11/2022	End date* 01/11/2022	+
Start date* 08/11/2022	End date* 08/11/2022	x
Start date* 15/11/2022	End date* 15/11/2022	x

- **IMPORTANT:** please note that the person allocated as Event Safety Controller **must be present at the event** and is responsible for ensuring the overall safety of the event. This can be the same person as the Event Organiser, provided that they will be present on the day.

Risk Assessment

- **IMPORTANT:** it is no longer necessary to complete and upload a separate Event Health & Safety Risk Assessment template. This is now incorporated in the Portal in the Risk Assessment tab.
- You will see a number of hazards listed on the Risk Assessment tab. For each of these, complete the following steps:
 - Select Yes or No to indicate if the hazard is relevant to your event or not. For further information on the risks please refer to [COP 33 Event Management Guide](#). Please note that Covid 19 and Major Incident must be checked for all events and are mandatory until further notice.
 - For any hazards marked as Yes:
 - Read and agree to abide by any existing policies/mandatory needs as described.
 - Assess and select the appropriate initial (uncontrolled) risk level for the hazard in relation to your event.
 - Note any additional control measures that you will have in place specifically for your event to mitigate risk for this hazard in the free text field.
 - Reassess and select the appropriate residual (with controls implemented) risk level for the hazard in relation to your event, taking into account the event-specific additional control measures described in the free text field.
 - Provide relevant contact details (where applicable).
- Contact your [Health and Safety Co-ordinator](#) if you require further guidance on how to complete the risk assessment tab.

File Upload

- **IMPORTANT:** if your event involves external contractors or drones, you must upload further supporting documentation on the file upload tab. This might include: supplier risk assessments, method statements and insurance documents for external contractors and operator/flyer IDs for drones.
- For all other events, it is not mandatory to upload supporting documentation, however we encourage you to upload anything that may be relevant/useful for the approver groups to gain a full understanding of your event.

Declarations

- The final step before submitting your Event Notification is to read and agree to abide by key University policies in the Declarations section. **IMPORTANT:** As the Event Organiser, you must understand that you and the Event Safety Controller remain responsible for the safety of your event and the event attendees. You will need to ensure that the risk assessment is complied with and if any additional measures are requested by the Event Notification Approval Group, you will ensure that these are put in place.

Submission

- Once you have completed filling out the Event Notification, click on the 'Submit' button at the bottom of the Declarations tab to submit the application for review.

University of Reading

Test Portal

Emma Best ▾

Event Details

Risk Assessment

File Upload

Declarations

As the event organiser, I confirm that I will get consent for any photography, filming, webcam, microphone use and/or data capture.*

As the event organiser, I have read and understood the University's [Sustainable Event Guide](#).*

As the event organiser, I agree to the following statements:*

- I will abide by the UK Government Laws for England and University's [Safety for Campus Events](#).*
- I will send [Event Attendee Guidance Note](#) to attendees in advance of the event.*
- I understand that my event can be cancelled or modified at any time should University Safety Services deem this change appropriate for the safety of myself and others.*
- I understand that should UK Government restrictions change, approval for my event can be retracted at any time and my event will be cancelled or modified.*

☐ I agree to all of the above*

Cancel

Previous

Submit

- After submitting your Event Notification, you will then receive an email confirming that the Event Notification has been submitted, along with a PDF summary of the application which you must keep for further reference and/or if asked to provide. Please be reminded that the PDF is not a definitive risk assessment the University has generated for you, but is a helpful basis for you to control the risk – which if necessary you should amend and develop further, for example if circumstances change.

Thank you for submitting an Event Notification

do-not-reply
To: Emma Best

EB t-Emma-20221005-518.pdf
104 KB

Reply

Reply All

Forward

Wed 05/10/2022 10:56

Thank you for submitting an Event Notification. A summary of your submission is attached. It will now be circulated with the Event Notification Approval Group for comment. Should any further information be required you will be informed in approximately 5 working days. Please note until you have received an Event Approval, the event cannot go ahead.

Application Reference : EB t-Emma-20221005-518

Please contact event.notification@reading.ac.uk if you have any queries.

Thank you.

- Approver groups have up to 5 working days to review and respond to an Event Notification, after which you will receive an email to inform you of the outcome (see further details below in 'Possible Outcomes' section).

Possible Outcomes:

Outcome 1: Event Notification is approved

- If all approver groups choose to approve your Event Notification, you will receive an email to confirm approval of your event.
- IMPORTANT:** please take note of and ensure to abide by any conditions included in the Approval email.

Your Event Notification has been approved

do-not-reply
To Emma Best

Reply Reply All Forward

Wed 20/07/2022 13:32

Thank you for submitting an Event Notification.

This is confirmation that we have no objection to the event taking place, however this is only on the condition that you plan for and manage all the terms in the [Safety for Campus Events guide](#). Please also ensure to abide by the following conditions that the Event Notification Approval Group require for your event:

Test department 1 : Approved on the condition that the event organiser monitors registrations to ensure the max capacity of the venue is not exceeded.

Test department 2 : Approved

Please ensure that the latest [Event Attendee Guidance note](#) is issued to your attendees in advance of your event and that any previous versions are discarded.

As a reminder, please note that the responsibility for the event and health & safety issues surrounding it remains with the Event Organiser. Please also note that due to the current situation with COVID-19 your approval may be retracted at any time.

Application Reference : Emma-Emma-20220720-427

Please contact event.notification@reading.ac.uk if you have any queries.

Thank you.

- You can now proceed with planning and promoting your event. Your event will also now be displayed as green 'approved' in the Events Calendar on the Portal.
- IMPORTANT:** If there are any *significant* changes to your event after receiving this approval (for example, change in date/location or addition of new hazards), you will need to edit and resubmit the Event Notification to be reviewed and approved once more. Approved applications can be accessed from the grid of existing Event Notifications on the dashboard screen, simply click on 'View' and you will then be able to amend and resubmit the Event Notification. **Please try to avoid this wherever possible to ensure the process remains as efficient as possible.**

My Existing Event Notifications

Event Name	Event Reference	Status	Event Start Date	Event End Date	Last Update Date	Actions
EB test event 05.10.22	EB t-Emma-20221005-518	Approved	01/11/2022	01/01/2023	05/10/2022	View

1 to 1 of 1 < > Page 1 of 1

Outcome 2: Event Notification Group request for information (RFI)

- If any approver groups require further information about your proposed event before being able to approve it, they will set your Event Notification to 'Request For Information' (RFI) status.
- You will receive an instant email containing details of the approver group's request for information.

You have comments to review regarding your Event Notification

do-not-reply
To Emma Best

Reply Reply All Forward

Wed 20/07/2022 13:30

Thank you for submitting an Event Notification.

This has been circulated within the Event Notification Approval Group and they have provided the following comments: Please fill out the risk assessment properly and identify hazards relevant to this event..

We would ask that you log into the organiser portal to amend and resubmit your application by responding to these comments as soon as possible to ensure the process remains timely.

Application Reference : Emma-Emma-20220720-440

Please contact event.notification@reading.ac.uk if you have any queries.

Thank you.

- You will now need to log back onto the Event Notification Portal to edit and resubmit the Event Notification as needed to address these comments. RFI applications can be accessed from the grid of existing Event Notifications on the dashboard screen, simply click on the 'Edit' button.

My Existing Event Notifications							
Event Name ▾	Event Reference ▾	S... ▾ ↓ ▾	Event Start Date ▾	Event End Date ▾	Last Update D... ▾	Actions	
EB test 3 22.09.2022	EB t-Emma-20220922-349	RFI	30/09/2022	09/10/2022	22/09/2022	Edit	
							1 to 1 of 1 < > Page 1 of 1 > >

- Make the necessary amends as requested – for example, perhaps the approver group has requested additional supporting documents be uploaded or perhaps you have missed out a key section on the risk assessment/provided insufficient details.
- Remember to resubmit the Event Notification at the bottom of the Declarations tab once finished.
- Note that an Event Notification may be set to RFI status on multiple occasions if several approver groups have queries or concerns. In each instance, follow the steps above to edit and resubmit your application until all approver groups are happy to approve the Event Notification.
- **IMPORTANT:** the best way to avoid your Event Notification being set to RFI status is to ensure that you provide full and thorough details in the initial submission.

Outcome 3: Event Notification is declined

- On very rare occasions, the Event Notification Group may choose to entirely decline your Event Notification, meaning that the event cannot go ahead. In this instance, you will receive an immediate email containing the approver group's comments and the reason for the decision.

Your Event Notification has been declined



do-not-reply

To: Emma Best

[Reply](#)
[Reply All](#)
[Forward](#)



Tue 13/09/2022 12:18

Thank you for submitting an Event Notification. Unfortunately on this occasion your Event has been declined by the Event Notification Approval Group for the following reason(s): Inflatable structures and fireworks are not permitted

If you would like to make adjustments to your proposed event and submit a new application, it will be put forward for re-consideration by the Event Notification Approval Group.

Application Reference : Blac-Emma-20220912-250

Please contact event.notification@reading.ac.uk if you have any queries.

Apologies for any disappointment and thank you for your understanding.

- Once an Event Notification has been declined, you will no longer be able to edit and resubmit it. You would instead be required to create a completely new Event Notification that adequately addresses the concerns raised.
- If you wish to appeal this decision, please contact event.notification@reading.ac.uk with your reasoning and await further advice.

Outcome 4: Organiser chooses to withdraw the Event Notification

- If circumstances change (e.g. an event is postponed/cancelled), you as the Event Organiser can choose to withdraw your Event Notification. This can be done when your Event Notification is on Submitted, RFI or even Approved status.
- To withdraw an Event Notification, click to open the relevant Event Notification from the grid on the dashboard, go to the Declarations tab and click on 'Withdraw'.

University of Reading

Test Portal

Emma Best

 Event Details

Risk Assessment

File Upload

Declarations

As the event organiser, I confirm that I will get consent for any photography, filming, webcam, microphone use and/or data capture.*

As the event organiser, I have read and understood the University's [Sustainable Event Guide](#).*

As the event organiser, I agree to the following statements:*

- I will abide by the UK Government Laws for England and University's [Safety for Campus Events](#).*
- I will send [Event Attendee Guidance Note](#) to attendees in advance of the event*
- I understand that my event can be cancelled or modified at any time should University Safety Services deem this change appropriate for the safety of myself and others.*
- I understand that should UK Government restrictions change, approval for my event can be retracted at any time and my event will be cancelled or modified.*

☒ I agree to all of the above*

Cancel

Previous

Withdraw

- **IMPORTANT:** Note that withdrawing an Event Notification is final and you will no longer be able to edit and resubmit it.

Accessibility Note

If you cannot complete this online form for any reason, please contact event.notification@reading.ac.uk for further advice.