

## Latin America and Caribbean Centre (LACC)

There are a number of different processes in place to make sure your events run smoothly. Below contains important information that will help you, as well as information about the support LSE Latin American and Caribbean Centre can provide. Please make sure you have read the Guidelines before submitting an event request form.

Before you start, please consider the following for your activity:

- **Aim of your activity** - What do you as a group want to get out of it, and what will participants get out of it?
- **Budget Planning and Funding** – Can your group afford to do this? Will you have to charge your members? Can they afford this?
- **Venue and Transport** – Have you got a venue or a place in mind? How are you able to get there? Are you able to book it?
- **Additional Services** – Do you need Catering, AV, or Security? Is there a cost associated to this?
- **Forms you may need to complete** – What do you need to complete to make this happen? Risk Assessment?
- **Marketing and Promotion** – How will you get people to come to your activity?

### Guidelines on Event Planning

#### 1. Events on campus (in the Student's Union or in an LSE space)

In order to hold an event on LSE campus you have to secure an LSE venue and an LSE Academic as chair of the event.

##### 1a. Booking an LSE Venue

Students' Societies fully registered with LSE Students' Union can gain room booking rights once they have an up-to-date registration form submitted and the President, Treasurer and Secretary have completed all the [compulsory training modules](#). *(For more information on how to register your society and complete your compulsory training, please see the [Committee Hub](#) section on LSE SU's website)*

Each society will then need to complete the online [Room Booking Agreement](#). Please read all sections of the agreement carefully as this is a contractual agreement between the Society and LSE.

Once all the above steps have been completed you will then be approved to have room booking rights. Once you are on the system the LSE Room Bookings Team will send an email with information on how to book an LSE venue room through [Resource Booker](#).

After filling out a Room Booking Information Form you will be signposted to contact LSE Security, LSE AV and Students' Union (for Catering) if you require additional services to run your event (please note that these services will incur additional charges).

Once your event is confirmed complete the [Events Form](#) to notify the Activities Team of the event. This means we can then support you with it. Part of this form also involves uploading a completed [Risk Assessment](#), which every event needs in order to be covered by our public liability. Please submit the [Events Form](#) at least 20 working days before the event, if this cannot be done please contact [su.arcstaff@lse.ac.uk](mailto:su.arcstaff@lse.ac.uk) as soon as possible.

To book an [LSE Students' Union space](#), please visit [LSE SU Bookable Spaces](#) and make sure you read and agree with the [Room Booking Guidelines](#).

Please note that LACC cannot book rooms on behalf of the Societies. Only under exceptional circumstances and subject to our availability might LACC be able to assist you with room bookings.

### **1b. Contacting an LSE Academic**

Primarily, it is the Society's responsibility to contact an LSE Academic and request to chair your event. LSE Latin America and Caribbean Centre can suggest and approach prospective chairs from our list of Affiliate academics subject to their availability and acceptance if you complete the relevant section on the **LACC Event Request Form**.

### **2. Events off campus (external venue)**

If you are planning on holding your event in an external venue, enquiries and bookings should be pursued independently on the Societies' end.

Please note that LACC cannot offer any type of financial support, and as such the Society should be able to finance the event itself, or independently secure funding for it.

### **3. Invitations**

Subject to approval and availability, LACC may agree to co-host the event with the organizing Society. In this case, LACC will sign off invitations to external Guest Speakers and VIP Attendees.

### **4. Catering**

In case you wish your event on LSE campus to be catered, please visit the [LSE Catering Services](#) website for more information and estimated costs.

Please note that LACC cannot offer any kind of support, financial or otherwise, with Catering Services.

## **5. Promotion**

LACC can offer support with the promotion of your event through circulating it within our network and/or publicizing it on our Social Media accounts.

## **6. Advice and support**

The LSE Student Union offers advice and suggestions to student societies on how to best run events. Get in touch with:

- > **Connar Walford**, Societies Development Coordinator ([c.walford@lse.ac.uk](mailto:c.walford@lse.ac.uk))
- > **Alex Reilly**, Sports Development Coordinator ([a.reilly1@lse.ac.uk](mailto:a.reilly1@lse.ac.uk))

Alternatively, visit the ARC on the 1st Floor, Saw Swee Hock Student Centre, between 10am and 4pm.