



Events Combined Application Form

Events leaflet/ Events website/ Public Lecture Programme

Please note, this form is only relevant to those departments holding events in the larger lecture theatres on campus. These are: Peacock Theatre, Old Theatre, Sheikh Zayed Theatre, Hong Kong Theatre, Wolfson Theatre, Shaw Library and PAN G.01.

If your event is not taking place in one of these venues, it is not possible to advertise the event in the printed programme due to limited space, but you can still have your event added to the [online events calendar](#) by following the process as outlined on the [Digital Knowledge Base](#).

Instructions

1. If you wish to advertise your event in the events leaflet, please complete the form on Page 2 **Events Leaflet Submission**.
2. If you wish to apply for the Public Lecture Programme (PLP) for the LSE Events Office to assist with the organisation of your event, please complete the PLP Application Form. Please ensure that you have first read the [LSE Code of Practice on Free Speech](#) in full. (This was updated in 2018 so please ensure you have the correct version). Please also read the [Public Lecture Programme \(PLP\) – Important Information](#). Once you have read the relevant documentation, please send your form, with the relevant sections completed, to Hayley Reed (H.Reed@lse.ac.uk) and the Events Office (comms.events@lse.ac.uk) by the deadline. [Upcoming deadlines can be viewed online](#).
3. Please attach a high resolution (300dpi) image of the speaker. How to check your image resolution: Open your image in Paint, go to the Menu icon and choose Properties. The image properties box states the image's resolution as dpi. For print we need at least 300dpi. If your image resolution is too low we will not be able to use the image in the events leaflet, however it may still be suitable for the website and social media.

Please note that we often have a large number of events and will not be able to include all the images submitted in the leaflet, but the LSE events team will still make use of the photo when advertising on the LSE website and via social media (Twitter and Facebook).

1. Events Leaflet Submission

Confirmed Event Date <i>e.g. Tuesday 3 November</i>	
Confirmed Event Time (start and end times) <i>e.g. 6.30-8pm</i>	
Venue <i>Only events taking place in the larger lecture theatres can be included in the events leaflet – Peacock Theatre, Old Theatre, Sheikh Zayed Theatre, Hong Kong Theatre, Wolfson Theatre, Shaw Library and PAN G.01. You should make a booking for one of these theatres through LSE Room Bookings, please email lse.roombookings@lse.ac.uk</i>	
Title of event <i>House style is upper case before a colon, lower case after a colon. eg, Democracy on the Road: a 25 year journey through India</i>	
Speaker(s) <i>Title and Name. List multiple speakers in alphabetical order.</i>	
Short biography on speaker(s) (15 words per speaker)	
Short description about the event (25 words)	
Entry requirements <i>Ticketed or Not Ticketed? If ticketed please include details of registration/booking.</i>	
Contact information <i>Please provide a contact email address and phone number (landline) for event queries. If you apply and are taken on as part of the PLP, this will be changed to the general events contact information.</i>	
Preferred Twitter hashtag <i>eg,, #LSETowerBridge. Bear in mind that there are limited characters in a tweet, so hashtags should be as short as possible to encourage people to use them.</i>	
Hosted by <i>Eg, Hosted by Department of Government</i>	

Example leaflet entry:

Monday 3, 6.30-8pm

Wolfson Theatre, New Academic Building

The World's First Intensive Growth: geopolitics, the market and state in 10-12th century China

Kent Deng is Professor of Economic History at LSE.

China had the first intensive economic growth ever recorded in the world history. What were the factors and dynamics behind this remarkable growth? **#LSEChina**

Info: events@lse.ac.uk or call 020 7955 6043.

*Hosted by the Department of Economic History
Inaugural Lecture*

2. PLP Application Form

If you wish to apply for your event to be part of the School's Public Lecture Programme, please complete these additional questions. For full guidance on this please [see Public Lecture Programme \(PLP\) – Important Information](#).

Please note, we are unlikely to take on events in smaller venues (for fewer than 200 people). We also require all event information to be confirmed (ie, date, speaker, topic) before we can consider an application.

Contact Information for logistical organisation (if different from that provided above)

LSE contact for this event	
Email & phone number	

Other Event Information Required

Extended Information	
Chair* Please read below for guidance on who is permitted to chair an LSE event.	
Short Biography for Chair	
Speaker(s) and Chair's Twitter handles	
Short description of hosting department/centre	
Hosting department/centre website	
Hosting department/centre twitter handle	

*Please ensure you have read [LSE's Code of Practice on Free Speech](#), specifically 6.1, 6.2 and 6.3 on who is permitted to chair a public event. This guidance was updated in 2018.

The key point as outlined in the [code](#) is that 'Events that are open to others than current LSE staff or students should always be chaired by a suitable and experienced figure who is fully familiar with the School, meaning an establish (not visiting) or emeritus member of the LSE academic staff or a member of Council; this may be requested even for a limited access event.'

Expected audience size	
Are any external organisations involved in this event? If so, please provide details	
Will there be booksales at the event? Is the event a book launch? <i>LSE has an official bookseller, Pages of Hackney, who have first refusal on the sale of books at any LSE PLP event. If your event is linked to the publication of a new book, they will almost certainly sell the books for your event, although they do have the right to refuse. This is at no extra cost to the department.</i>	
Is this event related to LSE research or expertise?	
Who do you think this lecture will appeal to?	
Will there be press interest? <i>Please contact the Media Relations team at Lse.Press.Events@lse.ac.uk with any specific publications you wish the event information to be sent to.</i>	
Would you/your department carry out any publicity of your own?	
Would you expect the topic of discussion to attract any hecklers, disruption or protests from other members of the LSE community, or from groups outside the School?	
Have you checked with the speaker/and or their office to ascertain if they have ever been the target of protests or there are any security concerns in relation to them speaking at LSE? Will the speaker be accompanied by any security detail? <i>This will not be a factor in deciding whether we can take on your event. However it may involve security charges, all of which would be passed on to your department.</i>	

Catering Information

Will you be hosting a reception and/or dinner? <i>Any catered event will need to be funded and administered the the organising department.</i>	
If yes, who will be coordinating this?	
Where will your dinner/reception be taking place? <i>If at LSE, venues should be secured by contacting lse.roombookings@lse.ac.uk.</i>	

Costs

<p>Please confirm that you have the necessary funds to cover the PLP departmental contribution costs of the lecture. Please provide the budget code to be charged for these costs (you should also ensure your department can cover the costs for any associated receptions/dinners, and if required, any security costs).</p> <p><i>If there is an external organisation involved in this event, they should share the costs.</i></p>	
<p>Will your department cover travel expenses etc for the speaker(s)?</p> <p><i>The events office does not cover these costs</i></p>	

<p>Is there anything else we need to know in evaluating your bid?</p>	
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Example weblisting:

The Purposeful Company: a healthy prescription for UK plc?
 Tuesday 24 January 2017 6:30PM to 8:00PM
Hosted by LSE Law

OLD THEATRE, OLD BUILDING

Will Hutton, Chair of the Big Innovation Centre and Colin Mayer of Saïd Business School, University of Oxford will present the key recommendations from the Policy Report published by the Big Innovation Centre, which they have helped to co-author.

This extremely timely report, coming at a time when Parliament and the Government are actively considering radical changes to UK company law, makes some important suggestions for the future structure and regulation of the UK's largest companies.

This presentation will be followed by a panel discussion to debate some of the Report's recommendations, as well as other topical issues, including:

- The requirement for companies to have a publicly declared "purpose" which informs their behavior
- Increasing the voice of stakeholders in company decision-making
- Protecting boards from hostile takeovers
- Increased stewardship duties for shareholders
- Increasing diversity on boards

Ian Burger is Head of corporate governance at Newton Investment Management.

Clare Chapman is Non-executive Director and Chair of the Remuneration Committee, Kingfisher.

Will Hutton (@williamhutton) is a political economist, writer and co-founder of the Big Innovation Centre.

David Kershaw is Professor of Law at LSE Law.

Colin Mayer is the Peter Moores Professor of Management Studies at Saïd Business School, University of Oxford.

Simon Witney is an LSE Law PhD candidate.

LSE Law (@lselaw) is an integral part of the School's mission, plays a major role in policy debates & in the education of lawyers and law teachers from around the world.

Twitter Hashtag for this event: #LSEUKplc