



In order to make sure that we can properly schedule and support your event, we ask that you submit an online event request form, providing initial detail about the event, the purpose, audience etc. The Bayes Centre Operations Team can support the scheduling, preparation and promotion of a range of events, but isn't resourced to fully coordinate and host events.

Please note failure to follow the processes detailed below and abide by our [terms and conditions](#) may result in your event being disrupted, double booked and/or omitted from room booking and resourcing schedules.

Event type	Booking/Enquiry	Managed by	Responsibilities	Further details
General Events (including internal colleagues and external members and partners)	Enquiries should be made via the Bayes webform https://bit.ly/2wn9ZK9	<ul style="list-style-type: none"> Bayes Events receive webform enquirers to review and approve if aligned with the Bayes Strategy. Prior to confirming event space. Bayes Reception check availability via Timetabling. Following approval, Bayes Events will confirm the booking with the enquirer. 	<p>The event booker is responsible for organising, promoting and managing the event.</p> <p>If appropriate, the Communications & Marketing Manager will work with the organiser to promote via Bayes social media and the Bayes website.</p>	Full booking T&Cs can be found on the website https://bit.ly/2xowpul
Strategic UoE visits (generally requests directly from Old College and/or Schools for external companies, government, or high profile individuals to visit the Centre)	Enquiries should be made via the Bayes webform https://bit.ly/2y6H4KP	<ul style="list-style-type: none"> Bayes Events receives the webform and will share with the relevant team members and/or Reception, dependent upon the requirements. Bayes Events Service will liaise directly with the enquirer. 	The event host is responsible for organising and managing the visit with support from relevant Bayes Events team members for additional requests when appropriate.	<p>These events may require support from Bayes Events Manager, Communications & Marketing, Protocol Office and/or DDI.</p> <p>The Bayes Events will support you in making the above connections and arrangements where appropriate.</p>

<p>Meeting room booking (for a strategic or high profile meeting)</p>	<p>All meeting rooms can be booked by UoE staff using Outlook or the tablet stands outside each meeting room. Non-UoE colleagues looking to book a room should contact bayes.reception@ed.ac.uk Meeting hosts are asked to make any additional enquiries (or raise awareness) via the Bayes webform https://bit.ly/2UcCfbj</p>	<ul style="list-style-type: none"> • Reception receive webform enquiries. Depending upon the complexity of the request, Reception will handle the request personally or pass to senior staff to approve. • Should the request be more complex this will be passed to the Community & Facilities Manager and the Event Manager to liaise directly with the meeting host. 	<p>The meeting host is responsible for organising and running the meeting with support from relevant Bayes Operations Team members for additional requests when appropriate.</p>	<p>Hosts of high profile meetings booked directly into Bayes must be aware that there may be other events happening elsewhere in the building.</p>
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