

# Demonstration Policy Frequently Asked Questions (FAQ)

**This document addresses frequently asked questions from students as they pertain to Northwestern's Demonstration policy. This document was created by the Division of Student Affairs.**

## **Why should students notify SOA that they are organizing a demonstration?**

- SOA assists student organizers and student groups in thinking through the logistics and support that may be necessary for an event to take place. Advanced notification will allow student organizers to partner with SOA to navigate systems, leverage opportunities, and address challenges that may exist within the University community.

## **How do students notify SOA that they are organizing a demonstration or protest?**

- Individual student organizers or student groups can set up a meeting by visiting the SOURCE on the third floor of Norris Center or emailing Joe Lattal at [joseph.lattal@northwestern.edu](mailto:joseph.lattal@northwestern.edu).

## **What happens after students notify SOA?**

- An event pre-production meeting may be scheduled with campus stakeholders to partner on the logistics and outcomes of the event.

## **What happens if student organizers or student groups don't notify Student Organizations and Activities (SOA) that they are organizing a demonstration?**

- The University does not require student organizers or student groups to meet with SOA for a pre-production meeting. For the University to best assist student organizers and student groups planning a demonstration or protest, scheduling a pre-production meeting is highly recommended.

## **When should students notify SOA?**

- It is advised to notify SOA as soon as you are considering an event as to best support the timeline. Notification should be submitted to SAO at least 48 hours before the start of the event. Whenever possible, student organizers and student groups should give two weeks or more notice.
- **We are planning a spontaneous demonstration or response. Do we need to notify SOA?**
  - Yes. Even if SOA is not able to fully assist you in your planning efforts, making SOA aware can ensure that the appropriate resources are made available, when possible.
- **Who should I contact if my demonstration extends into the Evanston or Chicagoland communities?**
  - You'll want to begin with SOA and describe the scope of your event. Stakeholders from the local community may be invited to a pre-production meeting to learn more about the event and provide parameters and strategies.

## **Who attends pre-production meetings?**

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- Student organizers and some University stakeholders such as Student Organization Advisors, Event Production and venue staff, NUPD, Dean of Students Office, and/or University Relations. The purpose of partners coming to the table is to support the event needs and determine strategies for time, place, and manner.

## What is discussed in pre-production meetings?

- Time, Place, and Manner. We will discuss timeline of the event logistics, stakeholders and audience, speaker travel itinerary and contract logistics, risk and safety assessment, venue logistics with ticketing and access, marketing and communication plan, potential "what if" scenarios, and event planning.

## When is the Event Support Team (EST) present?

- Typically, the EST will be present at demonstrations to provide support and assistance to members of the community. During the pre-production meeting the role of the EST will be discussed with student organizers.

## Who is part of the Event Support Team (EST)?

- The EST is comprised of staff from the Division of Student Affairs. All members of the EST are trained to serve in support roles for campus events, inclusive of demonstrations and protests.

## What if students do not feel comfortable with police presence?

- During pre-production meetings staff from NUPD may be present to discuss their role and responsibilities associated with a demonstration or protest. The goal of including NUPD is to determine what level of assistance NUPD can provide in lead up to the event and during the actual event. If students have concerns about the presence of NUPD in either the pre-production meeting or at the event, they are urged to share that when they notify SOA and request a pre-production meeting. The University has an obligation to ensure that appropriate safety measures are in place, which may require the presence of police.

## What happens if a student or student group violates this policy?

- If students are suspected of violating this Policy, the matter will be referred to the Office of Community Standards for follow up, as outlined in the Student Code of Conduct. There is no typical sanction associated with violations of this Policy. Each case is context specific; in determining whether a sanction is warranted, considerations include the severity of the violation of this and any other relevant policies as well as any prior misconduct.
- **Are student organizers or student groups held accountable for the actions of other demonstrators or protesters that violate policy?**
  - Unless a student organizer or a student group violates University policy or aids others in violating policy, they will not be held accountable for the independent actions of other demonstrators or protesters.

## Do the expectations of the Demonstration policy extend to demonstrations or protests not organized or directly affiliated with Northwestern, in which NU students may participate?

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- The scope of the Demonstration policy relates only to demonstrations or protests organized or directly affiliated with Northwestern. However, the scope of the Northwestern Student Code of Conduct states that the University has the right to investigate and resolve any report or incident that violates the principles or policies published by the University or local, state, or federal laws or policies, regardless of the location where the incident occurs.

**I am an individual student organizing an event unaffiliated with an organization. Does this apply to me?**

- Yes, the benefits of event pre-production are available to all Northwestern students.