

PUBLICITY AND CONFIDENTIALITY CHECKLIST

The Vivian G. Prins Scholars at Risk Speaker Series is a wonderful opportunity for network institutions to bring to campus one or more SAR scholars, each with a powerful and unique story to share.

This checklist provides guidance for planning speaking events for at-risk scholars, including advice on security, confidentiality, and publicity concerns.

Most of the scholars participating in the Speaker Series will be willing to speak openly and do not have any specific security concerns in their host communities. Some however may have heightened security concerns stemming from the risks they experienced in their home countries. Some worry about retaliation against family or colleagues left behind; others worry about surveillance, intimidation, or harassment even while they are away from home.

Before an event, it is essential to discuss publicity planning beforehand with the scholar. Because a scholar may be identified from the content of their work, even using a pseudonym or making their bio anonymous may not be enough to ensure the scholar's confidentiality.

A general rule in such cases is to limit as much as possible any identifying or corroborating information that appears in their bio, such as the scholar's name, image, titles of books or papers, specific discipline (vs. department), specific country (vs. region), and dates of arrival and expected departure.

PRE-EVENT CHECKLIST

Before each Speaker Series visit and events, consider the following guidelines:

Publicity

- ✓ **Ask the scholar** about any security or confidentiality concerns in their host or home communities. Consider that they may prefer to use a pseudonym on name tags, screen names, or other identification purposes for speaking engagements (online or in person), event announcements, or media outreach.
- ✓ **Inform the scholar** of all the ways the event may be advertised before and after the event. It is important that you and the scholar together consider what internal communications may reach the public. These could be emails, posters, social media posts, and post-event recordings
- ✓ Before issuing any publicity, **share with the scholar** all finalized publicity materials to ensure mutual understanding and level of comfort.
- ✓ **Inquire with the scholar** well before the event whether they are comfortable with photography and confirm any restrictions they may request.
- ✓ Any public use of SAR's name or logos should be in accordance with SAR's [bylaws](#). If there are questions about appropriate use, please contact the SAR office.

A scholar with security concerns may wish to involve their academic mentor in the preparatory conversations leading up to an event to request additional support and/or a summary of the existing practices that have already been put in place during the scholar's visit.

Preparing with the Moderator

- ✓ Event moderator(s) should **speak with the scholar** about any concerns and/or preferences they may have regarding the content/focus of their contribution to the event. For example, a scholar may not want to discuss particular topics in relation to their own personal history and/or the situation in their home country.
- ✓ **Discuss with the scholar** whether they would prefer the event to be closed or open, and, if closed, whether they would like to review the RSVP list ahead of the event.
- ✓ **Discuss with the scholar** whether the Q&A portion of the event should be open or closed and how questions will be selected by the moderator.

Preparing with the Audience

- ✓ Before their visit, **discuss with the scholar** which faculty, administration, media, students, or other contacts to whom the scholar may be introduced. For example, a scholar may have preferences about how/if they are introduced to individuals on campus.

Special Considerations for Virtual Events

The proliferation of virtual events has made recording and the dissemination of recordings more common.

- ✓ Ahead of the event, **discuss with the scholar** whether the event will be recorded by the hosting institution and plans for dissemination.
- ✓ In advance of and again at the beginning of an event, moderators may request participants not to record the event in any format. However, all event participants, including the scholar, should be aware that there is no way to prevent participants from making and disseminating their own recordings.
- ✓ Most online platforms have recommendations to ensure security and prevent intrusions into meetings and events. We strongly recommend that those hosting the event review their platform's recommended best practices and implement them appropriately. See further: [Zoom Privacy and Security Guidelines](#)
- ✓ Before the event there should be a plan in place for how to handle a disruptive participant. As the moderator will likely be focused on the panelists, we recommend that an additional participant on the platform monitor the event, assist participants with technological questions, and remove disruptive participants.

RESOURCES

The following resources may be helpful for institutions to keep track of important items before, during, and after a scholar's visit. All are available online:

List of SAR Scholars Available for Events
bit.ly/2tO8ymDD

Inquiry Form to Invite a SAR Scholar to Campus
bit.ly/2NRNlTt

SAR Speaker Series Checklist
bit.ly/2uqgDOo

Speaker Series Handbook
bit.ly/2Z6aORj



SCHOLARS AT RISK
NETWORK

protection advocacy learning

**SPEAKER
SERIES**

SCHOLARS AT RISK (SAR) is an international network of institutions and individuals whose mission it is to protect scholars, promote academic freedom, and defend everyone's right to think, question and share ideas freely and safely. Founded in 2000 and headquartered at New York University, SAR's core protection work provides direct assistance to threatened scholars, including by arranging temporary positions at SAR member institutions and a range of other services. SAR meets this mission through direct protection of individuals, advocacy aimed at preventing attacks and increasing accountability, and research and learning initiatives that promote academic freedom and related values.

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QUESTIONS?

Contact scholarsatrisk@nyu.edu.

For more information, you may also visit our website at www.scholarsatrisk.org