# Small Brunel logo

**External Speaker Form**

**Document Management**

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# **EXTERNAL SPEAKER FORM**

**Request for permission to hold an Event with External Speakers in accordance with the University’s** [**Code of Practice on Free Speech and Events**](https://students.brunel.ac.uk/documents/Policies/code-of-practice-on-free-speech-and-events.pdf)**.**

This Form should be submitted to the University by the Event Organiser at least **10 working days in advance** of the proposed Event.

**Students:** please return to [student.activities@brunel.ac.uk](mailto:student.activities@brunel.ac.uk)

**Members of staff:** please return to [Legal.Services@brunel.ac.uk](mailto:Legal.Services@brunel.ac.uk)

**Externals:** please return to [conference@brunel.ac.uk](mailto:conference@brunel.ac.uk) and [Legal.Services@brunel.ac.uk](mailto:Legal.Services@brunel.ac.uk)

Please complete **all sections** and **sign** the Form.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Event Organiser:** | | *[Name/Position/College/Department/Society, etc.]* | | | |
| **Title of the Event:** | |  | | | |
| **Brief Description of the Event:** | |  | | | |
| **Date and Time:** | | *[Date]* | | **Start time:**  **End time:** | |
| **Who may attend?**  (Please tick) | | Staff only  Students only  Society members only | | Students & Staff | **All,** including members of the public |
| **Numbers Expected**  (including speakers) | | **[ ]** | **List of stewards attached:**  [suggested ratio 1:25] | | **YES  NO**  **N/A** |
| **Venue (for online events, please indicate the online platform used):** | |  | | | |
| **Has University security been consulted?** | | | **YES  NO** | | |
| If **YES** please provide details: | | | *[Name of those consulted, concerns raised, special provisions agreed]* | | |
| **Copy of Advertisement attached:** | **YES  NO**  *Must be attached to this form.* | | | | |
| **Contact Name(s)**: | |  | | | |
| **Name(s) of External Speaker(s), position and brief background:**  Please provide copies of supporting documentation as separate attachments or print outs | | | | | |
|  | | | | | |
| **External Speaker(s) Affiliation(s)** (a member of [ ] /not affiliated with any professional bodies or political groups/ biography details)  Please provide copies of supporting documentation as separate attachments or print outs | | | | | |
|  | | | | | |
| **Please list any known internet sites or accounts held by the External Speaker** (e.g., Official Website(s), online profiles, etc.) | | | | | |
|  | | | | | |
| **Has the External Speaker been granted or refused permission to attend an event at the University or another University before?** | | | | | |
| **YES  NO  NOT AWARE**  **At the University:** Granted Permission  Refused Permission  **At another University:** Granted Permission  Refused Permission  **If the External Speaker has previously been refused please state where and the reasons given for the refusal:** | | | | | |
| **Why was this particular External Speaker a) chosen to attend at this event and b) respective subject of speech?** | | | | | |
|  | | | | | |
| **Is the External Speaker considered to be controversial with regards to their reputation, political views, religious views, etc.?** | | | | | |
| **YES  NO**  If **YES** please give reasons why: | | | | | |
| **Is the External Speaker likely to attract high media attention?** | | | | | |
| **YES  NO**  If **YES** please state why: | | | | | |
| **Will arrangements be made to allow views to be challenged with opposing views as part of that same event?** | | | | | |
| **YES  NO**  If the response is ‘**YES**’ the appointment of a Debate Facilitator will be required for any Event where formal arrangements are to be made to allow views to be challenged with opposing speaker(s).  **Please indicate the Name and Occupation of the Debate Facilitator:**  **Name:**  **Ocupation:**  **Is the Debate Facilitator considered to be controversial with regards to their reputation, political views, religious views, etc.?**  **YES  NO**  If **YES** please give reasons why: | | | | | |

**DECLARATION:**

**I, the Event Organiser, declare that:**

1. I am fully aware of the University’s Code of Practice on Free Speech and Events;
2. I have provided full and complete information; and

### The Event will conform to the Code of Practice and, where applicable, Union of Brunel Students policy, and I will notify the External Speaker(s) of their responsibilities.

|  |  |
| --- | --- |
| **SIGNED:** |  |
| **PRINT NAME:** |  |
| **DATE:** |  |

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| **\*FOR STUDENT ACTIVITIES ONLY\* - To be completed by UBS** | |
| **Union of Brunel Students approval:** | **YES  NO** |
| **UBS Officer:** | **Date:** |
| **Comments:** | *<no concerns- Student Activities Staff, some concerns- Student Activities Manager, significant concerns- Chair of Cabinet>* |

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| **UNIVERSITY APPROVAL – To be completed by Authorised University Officer** | |
| **Authorised University Officer:** | **Date:** |
| **Due diligence undertaken:** | **YES  NO** |
| **Event approved:** | **YES  YES, with conditions  NO** |
| **Comments:** | |