# 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

**Members of staff:** please return to legalservices@brunel.ac.uk

**Externals:** please return to conference@brunel.ac.uk and legalservices@brunel.ac.uk

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

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| **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.

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| **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:** |