

## FREEDOM OF SPEECH/FREEDOM OF EXPRESSION FORM for STAFF

**This form must be completed in full and be truthful and accurate to the best of your knowledge. Failure to disclose relevant information with regard to the external guest or speaker's background or the inappropriate evaluation of the risk of the event and or speaker, will result in the application being delayed or rejected.**

Students-please see the Students' Freedom of STUDENT ACTIVITIES Freedom of Speech EVENTS FORM on the Intranet (Form2), which should be completed and returned directly to the Brunel Union of Students.

Members of staff-please return to – [Legalservices@brunel.ac.uk](mailto:Legalservices@brunel.ac.uk)

Request for permission to hold an event in accordance with the University's Code of Practice on Freedom of Speech/Freedom of Expression.

Please supply the following information and complete all pages:

<b>Organiser:</b> Name/Position/College			
<b>Name of Event:</b>			
<b>Brief Description of the Event:</b>			
<b>Date:</b>	<b>Start:</b>	<b>End time:</b>	
<b>Who may attend?</b> (Please tick)	<input type="checkbox"/> Staff only <input type="checkbox"/> Students only	<input type="checkbox"/> Students & Staff	<input type="checkbox"/> <u>All</u> , including members of the public
<b>Numbers Expected: [     ]</b> <b>including speakers</b>	<b>List of stewards attached: YES <input type="checkbox"/> NO <input type="checkbox"/></b> [suggested ratio 1:25] <b>N/A <input type="checkbox"/></b>		
<b>Venue (for online events, please indicate the online platform used):</b>			
<b>Has University security been consulted? YES <input type="checkbox"/> NO <input type="checkbox"/></b>  If <b>YES</b> please provide details (name of those consulted, concerns raised, special provisions agreed):			
<b>Copy of Advertisement attached: YES <input type="checkbox"/> NO <input type="checkbox"/></b> <i>Must be attached to this form</i>			
<b>Contact Name(s):</b>			

**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) Affiliations (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., Facebook, LinkedIn, or Twitter accounts, YouTube, websites/pages, 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 chosen to attend at this event and subject of speech?

Do you consider the External Speaker to be controversial with regards to their reputation, political views, religious views, etc.? (controversial in this context is taken to mean a meeting or other activity where there is a real possibility that the speaker may not be able to enter or leave the building safely and/or deliver a speech properly unless special arrangements are made)

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 these views to be challenged with opposing views as part of that same event?**

YES  NO

If the response is 'No' then please provide reasons below.

If the response is 'Yes' then please provide name(s) of Speakers and brief background below.

**The appointment of a Debate Convenor will be required for any event where arrangements are to be made to allow views to be challenged with opposing speaker(s).**

**The Secretary to Council will need to confirm the following:**

1. Whether the appointment of a Debate Convenor will be required for the event?

YES  NO

2. The name of the Debate Convenor:

**Name of University's Events Co-ordination  
Team who has been consulted over this:**

**His/her signature approving this  
Event for administrative purposes:**

1. I am fully aware of the published Code of Practice for organisers of meetings in relation to Freedom of Speech/Freedom of Expression.
2. I confirm that the above event will conform to the Code of Practice.

**Signature:**

**Print name:**

**Date:**

**Authorised University Officer:**

**Date:**