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# Guest Speaker Approval Form

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| 1. | **Name of person completing form** |  |
| 2. | **Email of person completing form** |  |
| 3. | **Telephone Number** |  |
| 4. | **Student Group** |  |
| 5. | **Title of Event** |  |
| 6. | **Date of Event** |  |
| 7. | **Times of Event** (start & finish) |  |
| 8. | **Location** |  |
| 9. | **Expected audience number** |  |
| 10. | **Event to consist of**  (e.g. SU members only, members of public) |  |
| 11. | **Name of Speaker** |  |
| 12. | **Subject of Talk** |  |
| 13. | **Organisation Speaker affiliated to** |  |
| 14. | **Speaker’s background** (please include a website or linkedin or other professional website providing background) |  |
| 15. | **Have you checked whether there have been issues / concerns raised about the speaker(s) or issues when they have attended other events?**  If yes, please provide details |  |
| 16. | **Is there a risk that the speaker might result in offence or concern in respect of equality policies?** |  |
| 17. | **Are there any security-related threats known to the speaker(s)?**  Is there additional external security as part of the guest speaker detail? |  |
| 18. | **Is the event likely to attract media attention?** |  |
| 19. | **Are there any specific arrangements, requirements or restrictions required or intended relating which may result in equality concerns**  (gender separated seating or attendance, arrangements for those with accessibility needs)**?** |  |

**Please remember:**

You have a responsibility to your members and your guest speaker(s) to ensure that your event takes place in a safe space. Similarly, views must abide by the principles outlined below in order to maintain a productive and safe environment for debate and discussion. If attendees violate these safe space principles they will be asked to leave the event.

Your guest speaker(s) must be made aware of their responsibility to abide by the law, the Universities and Students’ Union’s various policies which include:

* They must not incite hatred, violence or call for breaking of the law
* they are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
* they must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
* within a framework of positive debate and challenge they must seek to avoid insulting other faiths or groups
* The committee will put in place plans to organise the event with the relevant campus teams if required. (e.g. security, caretakers, AV Teams)
* no event involving any external speakers may be publicised until the speaker has been approved by The Student Opportunities Team

The Students’ Union reserves the right to cancel or prohibit any event with an external speaker if the procedures provided herein are not followed or if the relevant health, safety and security procedures are not met.

Please sign declaring that you have read and understood all of the points above

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



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| **Office Use only:** |  |
| **SU Staff received** |  |
| **Date received** |  |
| **Speaker Approved by Student Opportunities Team** |  |
| **Date approved** |  |
| **Speaker referred to SMT** |  |
| **Notes:** |  |