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| **Important Information:**   * Further guidance on the External Speakers process can be found here: [External Speakers (thesubath.com)](https://www.thesubath.com/new-event/external-speakers/) * Incomplete forms will not be accepted. All sections of this form are mandatory to ensure you are complying with [University Regulation 18.](https://www.bath.ac.uk/publications/regulations-for-students-2024-25/attachments/regulations-for-students-2024-25-18-freedom-of-expression(2).pdf) * One speaker per form. If you have an event with multiple speakers, you must complete a copy of this form for each speaker. * External speaker forms must be submitted at least 4 weeks before the proposed event date. |

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| Part 1: Organiser Details | |
| Date of the event planner submission: | Click or tap to enter a date. |
| Student Group name: | Click or tap here to enter text. |
| Event organiser name | Click or tap here to enter text. |
| Event organiser University username: | Click or tap here to enter text. |
| Event organiser phone number: | Click or tap here to enter text. |

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| Part 2: Event Information | |
| External Speakers name: | Click or tap here to enter text. |
| Title of event: | Click or tap here to enter text. |
| Type of event: | Choose an item. |
| Date of proposed event: | Click or tap to enter a date. |
| Start and finish time: | Click or tap here to enter text. |
| Location of event: | Click or tap here to enter text. |
| What topic(s) will the external speaker cover? | Click or tap here to enter text. |
| Who will be ‘chairing’ the event: | Click or tap here to enter text. |
| Who can attend the event? | Choose an item. |
| Expected number of attendees: | Click or tap here to enter text. |
| How will the event be publicised? | Instagram  Society Group chats (Whatsapp)  X/Twitter  SU Website  SU Instagram story  Posters/flyers  Working with external organisations  Other: Click or tap here to enter text. |
| How do you plan to manage the security of the event? | Ticket the event  Have a limit to the number of attendees  All committee in attendance have the SafeZone app downloaded  Chair is confident in managing disruptions  We would like additional guidance on security/event management.  We are confident no additional security measures are necessary.  Other: Click or tap here to enter text. |
| Do you plan to record the event?  *This may require additional paperwork to ensure you meet any copyright requirements.* | Choose an item. |
| Do you plan to have photography at the event?  *This may require additional paperwork to ensure you meet any copyright requirements*. | Choose an item. |

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| Part 3: Speaker Details | |
| Speaker’s organisation(s): | Click or tap here to enter text. |
| Speaker’s website or social media (if applicable): | Click or tap here to enter text. |
| Does the speaker have, or in the past had, any known affiliations to any groups or organisations? | Political party  UK Government Official  Foreign Government Official  Affiliated with a specific company/corporation  Affiliated with a specific charity  No known affiliations  Other … Click or tap here to enter text. |
| State the names and webpage links (where possible) of the speaker’s affiliations.  Please highlight if the speaker if speaking on behalf of a particular affiliation. | Click or tap here to enter text. |
| Is the speaker likely to, or in the past has: | Receive a protest  Give offense to a section of the community  Extremist views  No known controversy |
| Please provide details and links (such as news articles)  In particular   * If the speaker has received protests * If the speaker is likely to offend parts of the student or wider community and why. * If the speaker holds extremist beliefs. * Any other controversy that may be relevant.   This should be what objectively would fit into these categories, and not whether you necessarily believe in it. | Click or tap here to enter text. |
| Has the speaker spoken at an event at a university before? | Choose an item.  If yes, please provide further detail: Click or tap here to enter text. |

**What are the next steps?**

Please do the following:

* Upload one form for each external speaker to the event planner.
* Complete and submit the rest of the online event planner.
* Wait for approval from the SU.

**REMEMBER – you cannot advertise your event until you receive approval from the SU via email.**

END OF ORGANISER SECTION OF FORM

**FOR STAFF USE ONLY** – please leave this section blank, it will be completed by The SU.

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| **The SU** | |
| Area Approval | Approved by Click or tap here to enter text.  Reschedule recommended by Click or tap here to enter text.  Referral to Governance recommended by Click or tap here to enter text.  Refused by Click or tap here to enter text. |
| Governance Approval | Approved by Click or tap here to enter text.  Reschedule recommended by Click or tap here to enter text.  Referral to SLT recommended by Click or tap here to enter text.  Refused by Click or tap here to enter text. |
| Senior Leadership Team Approval | Approved by Click or tap here to enter text.  Reschedule recommended by Click or tap here to enter text.  Referral to University recommended by Click or tap here to enter text.  Refused by Click or tap here to enter text. |
| Rationale on referral: | The speaker is controversial under the terms of the University Freedom of Expression Regulation, specifically might reasonably be construed as having the potential to:  occasion protest from any section of the University or wider community  give offence to any section of the University or wider community.  constitute extremist views.  Or is:  from a political party.  other requirement outlined in the Freedom of Expression Regulation.  The speaker may cause The SU to fail in its legal, reputational, or other duties. |
| Comments on rationale: | *Note here whether the event is support by The SU and note any recommendations made to the organiser.* |
| Suggested level to add to risk assessment: | Level 1  Level 2  Level 3 |