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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%282%29.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 |