**Please note:**

* You MUST complete one form for each individual external speaker.
* You MUST complete all fields on each of the 6 parts on this form **– it is** **mandatory to ensure that you are complying with** [**University Regulation 18**](https://www.bath.ac.uk/publications/regulations-for-students-2020-21/attachments/regulations-for-students-2020-21-18-freedom-of-expression.pdf).
* External Speaker forms MUST be submitted at least 4 weeks before the proposed event date.

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| **Part 1: About you** | |
| Date of event plan 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 summary information** | |
| External Speaker’s name: | Click or tap here to enter text. |
| Date of proposed event: | Click or tap to enter a date. |
| Start & Finish time: | **Start**: Click or tap here to enter text. **Finish**: Click or tap here to enter text. |
| Location of proposed event:  *(Please state if the event is virtual)* | Click or tap here to enter text. |
| Title of proposed event: | Click or tap here to enter text. |
| Type of event:  *(e.g. debate, talk, speech, seminar)*  ***Please Note****: please specify if your event is a live broadcast, if so defamation controls must be in place* | Click or tap here to enter text. |
| Brief description of event *(include any specific content or subject matter planned):* | Click or tap here to enter text. |
| Who will be ‘chairing’ the event? | Click or tap here to enter text. |

**Please note:** As an event organiser, you must undertake research on the external speaker and fill out the following sections carefully.

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| **Part 3: Basic information about the External Speaker** | |
| Speaker’s organisation(s): | Click or tap here to enter text. |
| Speaker’s email address or phone number: | Click or tap here to enter text. |
| Speaker’s website or social media (if applicable): | Click or tap here to enter text. |

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| **Part 4: External speaker’s affiliations** | | | | | | | | |
| Does the speaker have, or in the past had, any known affiliations to any groups or organisations? | Political party |  | Religious |  | No known affiliations |  | Other |  |
| Please declare any known information about these affiliations  *Please add information relating to these external organisations, in particular if they are:*   * *A political party* * *A religious group*   *Please tell us what organisation the speaker is speaking on behalf of, or has been sourced from.* | Click or tap here to enter text. | | | | | | | |

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| **Part 5: Speaker controversy** | | | | | | | | |
| *The University of Bath* [*Freedom of Expression Regulation*](https://www.bath.ac.uk/publications/regulations-for-students-2020-21/attachments/regulations-for-students-2020-21-18-freedom-of-expression.pdf) *defines controversial as: “a speaker who might reasonably be construed as having the potential to occasion protest from, or give offence to, any section of the University or wider community, or constitute extremist views, or any speaker from a political party”.* | | | | | | | | |
| 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 any links  *Please provide information and any links (such as news articles) on any controversy attached to the speaker. In particular:*   * *If they have received protests against them.* * *If they are likely to offend parts of the student or wider community.* * *If they hold extremist views.* * *Any other controversy you believe to 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?  *Please add any details on if the speaker has spoken at a University before, including the University of Bath, when it happened and the subject of the talk.* | Click or tap here to enter text. | | | | | | | |

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| **Part 6: Additional Event Details** | | | | | | | | |
| Who will be allowed to attend the event? | Group members Only |  | All Students |  | Public |  | All students & University staff |  |
| How will the event be publicised?  *Please add marketing plans, including:*   * *Social media* * *Working with press organisations* * *Websites it will be publicised on* * *Plasma screens/posters* | Click or tap here to enter text. | | | | | | | |
| Expected number of attendees | Click or tap here to enter text | | | | | | | |
| How do you plan to manage the security of the event? Including the management of any media interest.  Please consider:   * If you need to restrict the number of attendees or have attendee registration. * If you are running this event virtually and need to consider how to prevent event ‘crashers’. * How confident is your proposed chair in managing unexpected interruptions? * If you are concerned about the security of the event and would like further advice. | Click or tap here to enter text | | | | | | | |
| Please tell us if you plan to record the event. This includes recording of in-person and virtual events.  *This may require additional paperwork to be completed to ensure we are considering any copyright requirements.* | Choose an item. | | | | | | | |

**What to do now?**

Please do the following:

* Save this form.
* Upload a form for each external speaker to the event planner.
* Complete and submit the rest of the online event planner.

**Please remember that advertising of the event cannot occur until you receive approval.**

END OF ORGANISER PART OF FORM

**FOR STAFF USE ONLY - Please leave the below blank**, this will be completed by The SU.

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| **Internal** | | | | | | | | |
| Is the speaker: | Approved by SU | | |  | Referred to DVC | | |  |
| 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 supported by The SU.* | | | | | | | |
| Suggested level to add to risk assessment | Level 1 |  | Level 2 | | |  | Level 3 |  |