

External Speakers

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Process



Any student group inviting a guest speaker must complete an external speaker form and an event planner form



Documents and Forms

Membership changes

[Associate Member Form](#)

[Membership Fee Change Request Form](#)

Funding

[Special Request Fund Application Form](#)

Events

[Online Product Request Form](#)

These are available on the SU Website
[/resources/docsforms/](#)

**External Speaker forms deadline is
3 weeks before the event.**



The external speaker form should be submitted to the staff support for your area.

The staff support then passes this onto the Campaigns Support Worker who will log it and do background checks



General information				
Name	Date of Birth	The Event	Student Group	Contact Details



Background		
Early life and education	Political Background	Religious Background



Affiliations	
Careers	Organisations



Reputation			
Controversial actions on form	Controversial actions not on form	Positive press coverage	Negative press coverage



Visits and Talks	
Recent visits to universities	Recent talks and speeches



Other



This research is then mapped against the external speaker policy requirements:

- Speaking on behalf of, or affiliated to, a political party.
- The potential for any decision to limit freedom of speech as per the University's Code of Practice;
- The potential for the event going ahead to cause the SU to be in breach of its equal opportunities policy;
- The potential for the event going ahead to cause the SU to fail in its wider legal duties;
- The potential for the event going ahead to cause reputational risk to the SU;
- The potential for the speakers presence on campus to give rise to breach of peace.

Based on this the speaker will be *approved* or *referred*



The speaker will be approved or referred.



If referred, the forms are escalated up to the Chief Exec and Activities Manager to decide to:

- Approve the Speaker
- Approve with additional controls
- Escalate up to the University Secretary
- Not allow the event to proceed

The external speakers policy outlines the importance of debate and free speech balanced with its obligations under law and University policy



This process is designed to ensure that events are as accessible as possible for all students.

Forms



Useful information to include:

- Any external social media accounts, especially twitter and linkedin
- Any news stories that mention them
- Any affiliations they have and their website and contact details



Complete the external speaker form with as much detail as possible, otherwise approval can be delayed

GET YOUR FORMS IN AS EARLY AS POSSIBLE!!!!

It is also helpful to send forms for potential speakers in the future as well as it makes the process much quicker.

