**Any student group intending to have external speakers at their event must fill in the details below and submit to their relevant SU area 4 weeks before the date of the event.**

The University has a Freedom of Expression Regulation that outlines when external speakers must be referred onto them for approval. To better support student groups with aligning with this policy, The SU has a supplementary External Speaker policy. If a speaker is referred onto the University, there may be some additional parts needed for your risk assessment that The SU has created already to ensure the success of your event.

Remember that:

* If an event has more than one speaker, please complete this form for each speaker.
* An event may not be able to be publicised until the external speaker process has been completed.
* The SU will always endeavour to try and make the process reach completion as soon as is possible.

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| **Summary Information** |
| Today’s date: |  |
| Speaker’s name: |  |
| Website (If applicable):  |  |

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| **Affiliations** |
| Does the speaker have any affiliations to other groups? | Political |[ ]  Religious |[ ]  Other | *Please specify* |
| Please add any information about these affiliations | *Please add information relating to these external organisations, in particular if they are:** *From a political party*
* *From a religious group*
* *Which organisation they are speaking on behalf of or have been sourced from*
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| **Controversy** |
| Is the speaker likely to, or in the past had:  | Receive a protest |[ ]  Give offense to a section of the community |[ ]  Extremist Views |[ ]
| 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 and 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.*  |
| Has the speaker spoken at an event 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.*  |

This is defined in the University Freedom of Expression Regulation that 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”

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| **Event Details** |
| Who will be allowed at the event?  | Members Only |[ ]  All Students |[ ]  Public |[ ]
| How will the event be publicised? | *Please add the plans to publicise the event, including:* * *Social media*
* *Working with press organisations*
* *Websites it will be publicised on*
* *Plasmas/posters*
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Please submit your external speaker form on your event planner. This will then be processed as quickly as possible. If you have any questions, please contact your staff contact.

**Please leave the below blank**, this will be completed by the SU.

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| **Internal**  |
| Is the speaker:  | Approved |[ ]  Referred |[ ]
| Rationale on Referral | ☐ The event meets the threshold of controversial in the University Freedom of Expression Regulation. ☐ 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☐ speaker from a political party☐ The event may cause the SU to fail in its legal, reputational, or other duties  |
| Comments on Rationale |  |
| Suggested level to add to risk assessment | Level 1 |[ ]  Level 2 |[ ]  Level 3 |[ ]