



## **EXTERNAL SPEAKER APPROVAL FORM**

You must complete this form when referring an external speaker for approval. All requests must be submitted to the Dean of School at least 14 days prior to the proposed talk.

***Please complete all sections***

Please provide the title of the presentation to be given and a brief summary of the topics to be covered:

<b>VENUE/ROOM:</b>	
<b>DATE:</b>	
<b>START TIME:</b>	
<b>END TIME:</b>	
<b>YOUR NAME:</b>	
<b>TELEPHONE:</b>	

<b>NAME OF SPEAKER:</b>	
<b>ORGANISATION:</b>	
<b>ADDRESS</b>	
<b>TELEPHONE:</b>	
<b>E-MAIL:</b>	

Please refer to the attached policy on External Speakers at UCB.

### **ATTENDANCE**

Please tick as appropriate:

<b>STAFF</b>	
<b>STUDENTS</b>	
<b>MEMBERS OF THE PUBLIC</b>	

## **COSTS**

Please give details of any costs which may be incurred:

<b>ITEM</b>	<b>COST</b>	<b>ORGANISING STAFF MEMBER</b>
External Speaker Fee		
Transport		
Car Parking		

Once costs have been approved and the event has taken place, please ask the External Speaker to raise an invoice to this amount.

If the speaker is unable to raise their own invoice, they must complete the **'External Speaker Invoice Form'**.

## **FURTHER INFORMATION**

If you feel that there is any further information required to support speaker approval, please provide it here:

**I confirm that all information in this form is correct and that the details of the event will not change following final approval. I am confirming my responsibility as chief organiser of this event under the Code of Practice on Freedom of Speech and Assembly and the External Speaker Policy.**

**Dean/Director:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPROVAL**

Event Approved:

<b>YES</b>	<input type="checkbox"/>
<b>NO</b>	<input type="checkbox"/>
<b>REFERRED</b>	<input type="checkbox"/>

If no/referred, please state the reason for rejection or referral:

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**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# **POST PRESENTATION EVALUATION**

(To be completed by the event organiser)

**Rating of Presentation:** *(Please Circle)*

Poor

Excellent

1    2    3    4    5    6    7    8    9    10

**Attendance Total:**

**Date:**

**Value to Programme Area:**

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## **EXTERNAL SPEAKER POLICY**

This policy relates to external speaker event bookings that take place on UCB campus or that are organised with UCB or the Guild of Students' sponsorship or under UCB or the Guild of Students' branding.

This policy applies to all staff and students; and to individuals and external organisations that wish to organise an event involving a speaker under UCB or the Guild of Students' sponsorship or branding.

The organiser of a speaker or event must consider any potential risks, taking into account the University and the Guild of Students' statutory and legal obligations. All bookings must conform to UCB's '**Code of Practice on Freedom of Speech and Assembly**'.

The principal organiser will complete an external speaker approval form and forward this to the appropriate Dean of School/Director for approval at least 14 days in advance of the event taking place.

If further risks are identified by the Dean of School/Director, authorisation will be passed on to the Deputy Vice-Chancellor (Quality & Estates) at least 7 days in advance of the planned event.

In order to assess risk, UCB or the Guild of Students may contact the Designated Prevent Lead, other Universities, the West Midlands Regional Prevent Lead, members of the West Midlands CTU or any other agency that is deemed necessary in order to manage the risk of the external speaker. UCB, where necessary, will discuss with these partners the likely risks of the event/speaker continuing based on previous experience of those consulted, those likely to attend any event and whether or not the event is balanced by involvement of those with differing opinions. UCB will, wherever possible, work with partners and event organisers to mitigate the risks related to the event continuing. This may include, but is not limited to changes to security arrangements, panel selection and event space as necessary.

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It is the intention of both UCB and the Guild of Students to ensure that freedom of speech is upheld and that no speaker is prevented from exercising the right to express their beliefs or views, within the law. UCB or the Guild of Students will in no way intentionally inhibit the freedom of speech expressed by an external speaker, staff member or UCB student.