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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.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:  *(e.g. talk, debate, Q&A, seminar)* | Click or tap here to enter text. |
| 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:  *(include if the event will be virtual or livestreamed)* | Click or tap here to enter text. |
| Brief description of event:  *(include topics to be discussed and format of the event)* | 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?  Including but not limited to:   * What social media platforms will you use? * Websites it will be published on * Posters * Working with press organisations | Click or tap here to enter text. |
| How do you plan to manage the security of the event?  Please consider:   * How confident is your chair in managing unexpected interruptions? * Could you have an attendee registration? * If you are running the event virtually, how will you prevent event ‘crashers’? * If you are concerned about the security of the event and would like further advice. | Click or tap here to enter text. |
| Do you plan to record the event?  This may require additional paperwork to completed to ensure you meet any copyright and GDPR 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 email address and/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. |
| Does the speaker have, or in the past had, any known affiliations to any groups or organisations? | Check all that apply:  Political party  Religious organisations  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 include details of all affiliations but clearly indicate what organisation(s) the speaker is speaking on behalf of. | Click or tap here to enter text. |
| Is the speaker likely to, or in the past has: | Check all that apply:  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 a 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** | | |
| Is the speaker: | Approved by the SU | Referred to the University |
| 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 | |