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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 |