

# External Speaker and Event Form

Before completing this form, please ensure you have read the following documents:

- Code of Practice on Freedom of Speech;
- External Speaker and Event Policy;
- External Speaker and Event Procedures; and
- Equal Opportunities Policy Statement.

These and other relevant documents are available on the University website at [<http://www.bcu.ac.uk/about-us/corporate-information/equality-and-diversity>].

If you are **not** a member of BCU staff or a registered BCU student and do not have access to iCity, or the website, please email the University Secretariat ([secretariat@bcu.ac.uk](mailto:secretariat@bcu.ac.uk)) who can provide copies.

## External Speaker and Event Form

### Section 1: Topic Details

Title of the event:		
Title of talk / presentation to be given by External Speaker: (if different)		
Subject matter and key points:  <i>What key issues or points will be made by the external speaker and what will the talk / presentation aim to achieve?</i>		
Will the speaker's talk or presentation be wholly in English? <sup>1</sup>  <i>If <b>NO</b>, please state language(s) of delivery.</i>		
Proposed venue:		
Proposed date:	Proposed start time:	Proposed finish time:

### Section 2: Audience Details

<p>The audience at the proposed event is likely to comprise of or open to:</p> <p><i>Please respond to all that apply and provide details where necessary.</i></p> <p><i>For 'Yes' or 'No' responses, please mark with 'X' as appropriate.</i></p>	Specific members of a club, society or identifiable group (please specify):		
	Specific group(s) of staff or students (please specify):		
	All students of the University?	YES:	NO:
	All staff and students of the University?	YES:	NO:
	The general public?	YES:	NO:
	Other (please specify):		

<sup>1</sup>The University does not normally allow external speaker events that are predominately conducted in a language other than English.

Will there be defined seating arrangements at the event <sup>2</sup> ? <i>Please mark with 'X' as appropriate.</i>	YES (provide details):	NO:
How will entry to the event be controlled? <i>E.g. by ticket, invitation only, membership, restricted numbers? List all that apply.</i>		
Likely number of attendees		
Number of stewards required		
Where will the event be publicised?		
Is there likely to be any media interest in the external speaker?		
Please state any reasonable access or support requirements for attendees		
Other details about the proposed event that should be noted		

### Section 3: External Speaker Details

Full name of External Speaker  <i>Include all known names and aliases for the speaker. If more than one speaker, please provide all full names and aliases and indicate who is the main or lead speaker.</i>		
External Speaker's website and social media profiles: <i>Please list URLs, Twitter handles etc</i>		
External Speaker's contact details	Email:	Phone:
External Speaker's organisation (if applicable)		
Organisation's address and postcode		

<sup>2</sup> Segregated seating is not permitted, with the exception of religious observance and only then for the duration of that religious observance.

**Section 4: Organiser's Details:** to be completed by the Event Organiser

Name:	Date of form submission:
Department / School / Faculty / Programme: <i>Organisers who are BCU staff or students ONLY - please delete as appropriate and complete.</i>	Staff / Student ID: <i>BCU staff or students ONLY.</i>
Postal address: <i>For non-registered BCU staff / students ONLY.</i>	
Email:	Telephone number:
Submission of this form is supported by :	Email:
Position/Title:	
<p><b>Organiser(s) Declaration:</b></p> <ul style="list-style-type: none"> <li>• I have read the University' <i>External Speaker and Event Policy and Procedures; Code of Practice on Freedom of Speech and the Equal Opportunities Policy Statement</i>, and that the proposed event and its speakers will adhere to the principles listed;</li> <li>• I confirm that I have submitted this External Speaker and Event Form with the support of a University Line Manager, Head of Department, Director of Service or nominee; Chief Executive of the Students' Union or nominee;</li> <li>• I have completed this Form to the best of my knowledge and understand the Form will only be considered where all required information (where applicable) is provided; and</li> <li>• I understand that the University reserves the right to refuse permission for events and external speakers on University premises following the completion of due diligence, risk assessment and health and safety assessment.</li> </ul>	

**FOR INTERNAL USE ONLY** (To be completed by the Assistant Director - Security Services)

Assessor Details:	Date Assessed:	Reference:
Proceed with External Speaker event?		
Proceed with External Speaker event with the following measures / conditions?		
Do not proceed with External Speaker / Event?		