### The University of Law External Speakers Request Form

### *Please do not market or publicise the appearance of this speaker as attending your event until approved by the University*. Please complete for each External Speaker attending the event. Principal Organiser to complete and return to the Responsible Officer by email:

|  |  |
| --- | --- |
| **Principal Organiser Details** | |
| Name |  |
| E-mail and Phone Number |  |
| **Event Details** | |
| Event Title |  |
| Date and Time [arrival and departure] |  |
| Venue details or online platform details |  |
| Principal Organisers Nominee – name. phone number, email address where Principal Organiser will not be present |  |
| Appointed Chair |  |
| **Speaker Details** | |
| Name |  |
| Organisation Speaker associated with |  |
| Has this Speaker spoken at the University previously? If yes please give details |  |
| Has this Speaker spoken at other Universities previously? If yes please give details |  |
| Has the Speaker been refused permission to attend an event at the University or another University? |  |
| What will the talk cover? |  |
| Has the Speaker in the past, or might the Speaker on this occasion, cause offence to the groups defined in the Equality Act 2010 (including age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation)?  If YES, please provide details |  |
| **Event Procedures and Promotion** | |
| If in addition to English the event be advertised in a different language please give details |  |
| What material will be available at the event? |  |
| Will the event be open to the public or only to members |  |
| Is there any intention to segregate the event in any way? |  |
| Do you foresee that the event could cause disruption and if so why? |  |
| Will the media be permitted to attend? |  |
| Please provide details of any sponsor |  |
| Will the event be filmed or broadcast live? |  |
| **PLEASE NOTE:** Premises used for meetings must be left in clean and tidy condition, in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required. Payment in advance or evidence of ability to pay towards these costs may be required. The University reserves the right to re-charge the organisers of any meeting for any extraordinary expenditure it incurs as a result of that meeting. | |
| **Principal Organiser to read and sign: I have read the Freedom of Speech and External Speakers Policy and Annexes and confirm that this event and its speakers will adhere to the principles of the statement. I will resubmit this form if any declared details in this submission change prior to the event taking place.**  **Signed……………………………………………………………………………………..Date…………………………………………..** | |