

## External Speaker Form (Students Union)



The University's legal obligations under the *Prevent* Duty, require it to have in place adequate procedures relating to external speakers, as detailed in Section 6 of its published *Prevent Policy* in the *Compliance Handbook*<sup>1</sup>. This form should be completed by any event organiser wishing to invite an external speaker onto University premises or to speak at a University event taking place off campus, whose proposed talk might be likely to lead the University to fail in its duty to prevent people from being drawn into terrorism or to breach its obligations in respect of the IHRA definition of anti-Semitism. Event organisers must exercise their judgement as to whether the form needs to be completed, but may err on the side of caution. Information supplied on this form may be referred to the University's *Prevent* Lead.

Part 1: Event Organiser	
<b>Name of Society or Club</b>	
<b>Name of Organiser</b>	
<b>Contact E-mail</b>	
<b>Contact Number</b>	

Part 2: Proposed Event Details	
<b>Title of Event</b>	
<b>Date of Event</b>	
<b>Venue / Location</b>	
<b>Expected Attendance</b>	
<b>Will the event be:</b> <ul style="list-style-type: none"> <li>- <b>Members only</b></li> <li>- <b>Invitation / Ticket only event</b></li> <li>- <b>Open to the general public</b></li> </ul>	<b>Please add comments here</b>
<b>Description of event</b> Please provide a short description of the event	<b>Please add comments here</b>

Part 3: External Speaker Details	
<b>Name of Speaker</b>	
<b>Position</b>	
<b>Organisation</b>	
<b>Subject of Speech</b>	
<b>Biography of Speaker</b>	

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**To be Completed by a member of staff from the Students' Union Office**

Date \_\_\_\_\_

Approved by \_\_\_\_\_

To be referred to Prevent Lead YES / NO

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**To be Completed by Prevent Lead**

Date \_\_\_\_\_

Approved by \_\_\_\_\_