

External Speaker Form (Academic)



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*¹. This form should be completed by any Programme Director or Seminar Programme Co-ordinator 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. Programme directors 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: Programme	
Name of Programme	
Name of Programme Director	
Contact E-mail	
Contact Number	

Part 2: Proposed Talk Details	
Title of Talk	
Date	
Venue / Location	
Number of students	
Will the event be open to the general public	Please add comments here

Part 3: External Speaker Details	
Name of Speaker	
Position	
Organisation	
Subject of Speech	
Brief Biography of Speaker	

¹ "Arrangements for visiting lecturers and speakers visiting as part of the academic curriculum, or by invitation, shall be reviewed in the light of the Prevent Duty. At present, responsibility for such arrangements lie with the Dean of the relevant School of Study and approval must be sought from the Dean to ensure they are consistent with the Duty" (November 2019). See <https://fb77c667c4d6e21c1e06.b-cdn.net/wp-content/uploads/2019/12/Prevent-Policy.pdf>

To be Completed by Dean/Associate Dean of School

Date _____

Approved by _____

To be referred to Prevent Lead YES / NO

To be Completed by Prevent Lead

Date _____

Approved by _____