

USWSU SPEAKER FORM

This form must be completed at least ten working days prior to your event taking place. You must not confirm anything with your guest speaker until this form has been authorised by the Union. It is important that you complete all of the sections on this form. If you are unsure about information for any of the sections, please check with the Head of Engagement.

You have a responsibility to your attendees and your guest speaker to ensure that the event takes place in a safe space. Similarly, views presented must abide by the principals outlined below, in order to maintain a productive and safe environment for positive debate and discussion. If attendees violate these safe space principals, they will be asked to leave the venue/event.

Speakers must not:

- Incite hatred or hatred or call for breaking of the laws of the United Kingdom
- Encourage, glorify or promote any acts of terrorism (including the promotion and glorification of individuals, groups or organisations that support such acts)
- Spread hatred and intolerance in the University/Union/local community and thus aid in disrupting social and community harmony
- Raise or gather funds for any external organisation or cause without express permission of Trustee Board.
- Insult other groups and/or faiths

PART A – Booking Group Details	
Group Name:	
Lead Organiser's Name:	
Contact Email:	
Telephone Number:	

PART B – Event Details	
Title/Subject of Event/Talk:	
Date of Event:	
Venue/Location of Event:	
Have you already booked the above?	
Expected number of attendees:	
Age range of event:	

Will the event be any of the following:	☐ Men/Women Only ☐ Invitation/Ticket Only ☐ Open to the General Public ☐ Attended by Under 18s
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NB. The Union will not approve any event which is segregated by gender

Part D – Please provide a short description of the planned event:

Part E – Speaker Details	
Name:	
Other Names which the Speaker is known by:	
Home Address:	
Email:	
Telephone:	
Organisation:	
Any relevant affiliations (Political/Religious/Community/Specific Interest Groups)	
Website Address:	
Location and date of most recent public speech:	
How will the Speaker travel to the venue:	
Arrival and departure time: (Please estimate based on arrival to campus and end of event)	
Special Requirements: (Please include access/security)	
Name of any companions:	

No event involving any speaker maybe publicised until the speaker has been cleared and your event has been approved by the Students' Union. The Union reserves the right to cancel or prohibit any event with a speaker if the procedures provided herein are not

followed or if the relevant health, safety and security procedures are not met. Similarly, safeguarding measures may be imposed by the Students' Union and/or the University.

ORGANISER'S DECLARATION

As organiser of the above event, I confirm that all the details provided on this form are true. I agree that the event will comply with any and all policies, procedures and safeguarding measures, as laid down by the Students' Union/University in relation to the event.

I attach the following documents:

Written confirmation from the Speaker that they will comply with the above and	
Sample of proposed advertising for the event (with a Copy in English, if appropriate)	

Name:

Signed:

Date:
