



# Speaker Request Form

## Freedom of Speech and Outside Speakers

Please read the accompanying guidelines on preparation for and the conduct of meetings. Please note: Guild-affiliated student societies should use the Speaker Request Form for Guild Student Groups instead.

Please complete in capitals

1. Name, address and occupation of Speaker

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Tel no \_\_\_\_\_

2. Brief biographical summary of the Speaker (this may be taken from the internet)

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3. Details of proposed meeting (i) Date \_\_\_\_\_

(ii) Time \_\_\_\_\_

(iii) Speaker's time of arrival \_\_\_\_\_

(iv) Speaker's time of departure \_\_\_\_\_

Name of previous venue(s) used by the Speaker and topics:

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4. Proposed topic or title and brief synopsis

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5. Proposed venue of meeting

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- 6. Is your event open to the general public? If yes please provide details on who and how it is being advertised including providing a copy of poster and or link to place where the event is being advertised  
 Yes    No
  
- 7. Is your event for an invited audience only? If yes please provide details on the invitation process including providing a copy of the invite and if a ticketing system is being used to monitor attendance then please provide further details to include the system to be used  
 Yes    No
  
- 8. Please confirm if you have made the speaker aware of the University's Code of Practice on Freedom of Speech:  
 Yes    No

9. Has this Speaker visited the University before? If so, please provide details:

\_\_\_\_\_

\_\_\_\_\_

Name of person/group issuing provisional invitation \_\_\_\_\_

10. Full Name of Principal Organiser \_\_\_\_\_

11. Department Status \_\_\_\_\_ Staff/Student \_\_\_\_\_

12. Student/Staff ID no \_\_\_\_\_ Contact tel no \_\_\_\_\_

13. Email address \_\_\_\_\_

14. Please indicate whether the speaker has accepted the provisional invitation:
- Yes, conditionally    No, conditionally    Yes, unconditionally    No

Signed \_\_\_\_\_ Date \_\_\_\_\_

By signing this form you are confirming your responsibilities as Principal Organiser of the above event under the Code of conduct for Freedom of Speech on campus.



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### Counter-signatory

To be completed by the Principal Organiser's Head of Budget Centre, where the Principal Organiser and Head of Budget Centre is not the same person.

**Please send the completed form to the counter-signatory, ensuring you have allowed sufficient time, if needed, for the counter-signatory to send the form to the Director of Venues and Events (Campus Services) at least 21 working days prior to the proposed event.**

The counter-signatory should include any comments or recommendations on security matters below

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Signature \_\_\_\_\_

Name \_\_\_\_\_

School/Department/Society \_\_\_\_\_