# Lancaster University External Speaker Form – Guidance Notes

Staff and students are required to complete the following form when involving an external speaker in events which are not part of normal academic business.

There is no requirement to complete the attached form where an external speaker is participating in departmental seminars or other events which are an integral part of the academic teaching or degree programme. If you are in any doubt as to whether your event fits this description or have cause for concern, please contact the University’s Registrar of Meetings at externalspeakers@lancaster.ac.uk.

In all other circumstances involving an external speaker the attached form should be completed and sent to externalspeakers@lancaster.ac.uk, cc events@lancaster.ac.uk.

If the external speakers/visitors are VIPs (e.g. MPs, senior people from the corporate world, research councils, funding bodies or government (i.e. chief executives or very senior members)), and regardless of why the department wants to invite them to campus, please also copy James Fuller (Executive Support Officer) to the Vice-Chancellor (j.fuller2@lancaster.ac.uk), so that there can be co-ordination of arrangements around the visit – and, if appropriate, the invitation can be made in the Vice-Chancellor’s name.

Prior to completing the form, please familiarise yourself with the Code of Practice on Freedom of Speech. This can be found at:

<https://www.lancaster.ac.uk/media/lancaster-university/content-assets/documents/strategic-planning--governance/publication-scheme/5-our-policies-and-procedures/Code-of-Practice-on-Freedom-of-Speech.pdf>

Those organising external speakers should make their Head of Department, Director or a relevant Senior Officer aware of the event and seek their support.

**Students organising an event featuring an external speaker should refer to the LUSU Policy on external speakers approved by the LUSU Trustee Board on 12/2/2016.**

Where an event is not affiliated to a LUSU student group or student representative, organisers are strongly encouraged to contact LUSU or the Registrar of Meetings.

Organisers should also be aware that in certain circumstances the University may judge that additional measures must be put in place in order for an event to proceed. In such circumstances the costs of the event, including any additional security, must be budgeted for by the organising department and will require the approval of the relevant budget holder.

If you have any questions about any aspect of this, please contact the Registrar of Meetings.

**Lancaster University External Speaker Form**

It is important that you **do not** market or publicise the appearance of this speaker as attending your event, until approved by the University. Please complete a separate form for each External Speaker attending the event. The Principal Organiser of the event should complete the details below and send the form to externalspeakers@lancaster.ac.uk.

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| --- | --- |
| **1. ORGANISER DETAILS** |  |
| Principal Organiser’s Name: |  |
| Contact Details: |  |
| Event Administrator Name (if different from above): |  |
| Contact Details: |  |
| **2. EVENT DETAILS** |  |
| Event Title: |  |
| Event Date and Time (arrival and departure) |  |
| Event Venue: |  |
| Appointed Chair: |  |
| Does the event have the support of a Head of Department/Senior Officer/LUSU Engagement Manager? If YES, please provide details of their name and position. |  |
| **3. SPEAKER DETAILS** |  |
| Name of Speaker: |  |
| Organisation the Speaker is associated with: |  |
| Has this speaker spoken at the University previously? If YES, when? |  |
| Detailed description of what the talk/event will cover and entail |  |
| Is the speaker a potential VIP (e.g. MP, senior person from the corporate world, research council, funding body or government? |  |
| Has there been any controversy around the speaker in the past, which could lead to potential issues arising? |  |
| If there has been controversy or it is expected, has a Risk Assessment been undertaken? If YES, please supply this  |  |
| **4. EVENT PROCEDURE AND PROMOTION** |  |
| How will the event be advertised and in what language(s)? |  |
| What promotional material will be available at the event? |  |
| Will your event be open to the public, or will it be restricted to students and/or staff? |  |
| Is there any intention to segregate the event in any way? |  |
| Does this event pose a possible threat of disruption and if so why? |  |
| Will the media be permitted to attend? |  |
| Provide details of any event sponsor(s) |  |
| Will the event be broadcast/live streamed? If YES please provide details. |  |
| ***PRINCIPAL ORGANISER TO READ AND SIGN****: I have read the Code of Practice on Freedom of Speech and confirm that this event and its speaker 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:** |