Regent College London

External Speaker Request Form

This form is to be used by College staff and Student Representatives when inviting an external speaker onto the College premises, an external venue being used by the College or when the event is taking place on an online environment in the name of the College (e.g live streamed or recorded events).

All completed forms should be submitted by the event organiser to their respective Programme Leader/Director of Studies. This will then be passed to the Principal or Head of Academic Standards & Quality Enhancement (or nominee) for review. The form should be submitted at least **two weeks before the event is due to take place**. Failure to complete the form on time, and with sufficient details, will result in the event not being approved.

Booking - Details		
Name of Organiser(s):		
Department		
Contact Email:		
Contact Telephone:		
Event Details		
Event title:		
Short description of the event:		
Event location:	Campus/Venue	Room(s)
Event date(s):		
Expected number of attendees:		

Will the event be open to:	All Staff	
	All Students	
	Specific Staff group(s)	
	Specific Students group(s)	
	Invitation only (including external invitees)	
	General public	

Description of any controversy surrounding the speaker or the subject of the event. (this information is important for our risk assessment)	
Relationship of Speaker to organiser (personal knowledge, academic reputation, internet search etc.)	

Information About The Guest Speaker	
Name Of Guest Speaker:	
Associated organisation or background: (include details of the organisation that the Speaker is employed by, or speaking on behalf of, including full company name and address where available)	
Subject(s) that they will be discussing:	

Personal and/or organisational website for Speaker and/or the organisation they represent	
Detail of published articles/papers/books	
Do they have any publically stated religious or political affiliations?	
How will they travel to campus?	
What time will they arrive and depart?	
Do they have any special requirements?	
Will they be accompanied by anyone? If yes, please provide full details	

Please remember:

You have a responsibility to students, colleagues, invited guests, members of the public and your guest speaker to ensure that your event takes place in a safe space. Similarly, views must abide by the principles outlined below in order to maintain a productive and safe environment for debate and discussion. If attendees violate these safe space principles they will be asked to leave the event.

Your guest speaker must be made aware of their responsibility to abide by the law and relevant College policies, which include:
- They must not incite hatred, violence or call for breaking of the law
- They are not permitted to encourage, glorify or promote any acts of terrorism including individuals, groups or organisations that support such acts
- They must not spread hatred and intolerance in the community and thus aid in disrupting social and community harmony
- Must seek to avoid insulting other faiths or groups, within a framework of positive debate and challenge
- They are not permitted to raise or gather funds for any external organisation

- No event involving any external speakers may be publicised until the speaker has been cleared

Please note booking of external speakers and events is subject in particular to the following policies, regardless of the body organising the event:
- External Speakers Policy
- Prevent Policy
- Anti-harassment and anti-bullying policy
- Equality and Diversity Policy

Regent College London reserves the right to cancel or prohibit any event with an external speaker if the procedures provided herein are not followed or if the relevant health, safety and security procedures are not met.

Signature of designated staff member/student representative declaring that all points have been read and understood

Name: _____

Signature: _____

Authorisation

Approved: ☐   **Not- Approved** ☐

Name: _____

Signature: _____

Role: _____

Author	Head of Academic Standards & Quality Enhancement
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