

TEMPLATE FOR APPROVAL OF EXTERNAL SPEAKERS

Please complete section (a) below and submit to jlall@arden.ac.uk at least two weeks prior to the event.

a. To be completed by requestor				
Name of requestor		Student audience <i>[please state related programme(s)]</i>		
Event title		Date of session		
Aim of the session		Name of guest speaker		
Name and address of guest speaker's organisation		Has name and address of guest speaker's organisation been confirmed	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Study centre location or VLE		Please state what resources or materials are being used or distributed:	Please provide website address of guest speaker's organisation:	
	If the event is at a study centre location, will it be recorded and available on VLE? Yes <input type="checkbox"/> No <input type="checkbox"/>	Please state key sources of information used for the event:	Contents checked and suitable: Yes <input type="checkbox"/> No <input type="checkbox"/> Checked by (please provide name and title of member of staff):	
Member(s) of staff to be present at event:				
Has the speaker (and/or the organisation they represent) been refused permission to speak publicly at any event at any organisation?				

Yes No

Comments:

Is the subject matter, topic or title controversial or likely to evoke a strong emotive response if advertised to the general public, or within the University community?

Yes No

Comments:

Is there the likelihood of a situation arising in which people might experience harassment, intimidation, verbal abuse or violence, damage to person or property?

Yes No

Comments:

Do we know or think the speaker would not be able to confirm that he/she would be able to abide by all relevant University policies?

Yes No

Comments:

If the answer to any of the questions above is 'yes' then the request will be referred to the Registrar. If the answer to all questions is 'no', then you may proceed.

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b. To be completed by Secretary to SMT
Registrar approval required? Yes <input type="checkbox"/> No <input type="checkbox"/>
Registrar decision and actions (where applicable):
Date of approval: