BIRMINGHAM CITY UNIVERSITY

External Speaker and Event Booking Form

An External Speaker and Event booking form is required;

1) where the organiser considers there may be a risk under the Prevent Duty, this includes events being held on a BCU Campus or an event delivered via online communication technology,
2) where audio and/or visual content is being presented to an audience and is not part of the teaching curriculum*.
3) or in the case of the Students' Union, there is an internal process to be followed.

Where an event is delivered via online communication technology, the organiser must have access to the event, normally via a calendar invite or log in details.

Where an organiser wishes to present audio and/or visual content to an audience, checks will be undertaken to ensure that the content is in line with our statutory requirements in relation to the Prevent Duty and will be required to be conducted by the organiser or nominee (usually the organiser's line manager). Potential controversial areas and questions to consider when assessing the requirement to submit an External Speaker and Event Booking form include whether the speaker and/or event, audio and/or visual content are;

- In breach of the institutions 'Code of Practice on Freedom of Speech'?
- Subject to adverse media attention?
- Associated with a campaign or political pressure group?
- Has the speaker ever been refused a platform to speak at BCU or elsewhere?
- Is the content or subject of this external speaker's speech/event likely to infringe on the rights of others, discriminate against others, incite racial hatred or constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups?

If you have answered **YES** to any of the above or it is a Students' Union event please complete the External Speaker and Events Booking form and return to;

https://www.bcusu.com/get-involved/committee-hub/external-speaker/ to access the forms for all Students' Union events,
security.services@bcu.ac.uk (for all other events/speakers e.g. arranged by BCU Events Team).

If you are unsure as to whether your external speaker and/or event requires a booking form please contact Security Services who will be able to advise you further; security.services@bcu.ac.uk

Before completing this form, please also ensure you have read the following documents:

- Code of Practice on Freedom of Speech;
- External Speaker and Event Policy:

- External Speaker and Event Procedures; and
- Equal Opportunities Policy Statement.

These and other relevant documents are available on the University website at (http://www.bcu.ac.uk/about-us/corporate/corporate-information/equality-and-diversity).

If you are **not** a member of BCU staff or a registered BCU student and do not have access to iCity, or the website, please email the University Events Team (universityevents@bcu.ac.uk) who can provide copies.

Section 1: Topic details

Title of the event:	
Type of event:	Please delete as applicable; External speaker Audio Content Visual Content
Title of talk/presentation to be given by External Speaker or audio and/or visual content to be presented: (if different)	
Subject matter and key points: *What key issues or points will be made by the external speaker/video/audio/content?* *If a speaker, what will be the talk/presentation style?*	
Will the speaker's talk, the audio and/or visual content, or presentation be wholly in English? If no, please state language(s) of delivery. *Please note that the University does not normally allow external speaker events that are predominantly conducted in a language other than English.*	
Proposed venue/room (please state if event is to be delivered via online technology and the online platform being used):	
If event is to be delivered on line please confirm as organiser that you have access and provide and any specific log in details required to access the event.	
If event is being delivered online, please confirm this is a	

private event and appropriate online security measures in place i.e. invitation only, password to access meeting.	
Proposed date:	
Proposed start time:	
Proposed finish time:	

Section 2: Audience and guest/visitor details

<table>
<tr>
<td rowspan="5">The audience at the proposed event is likely to comprise of or be open to:

<i>Please respond to all that apply and provide details where necessary.</i>

<i>For 'Yes' or 'No' responses, please mark with 'X' as appropriate.</i></td>
<td colspan="3">Specific members of a club, society or identifiable group (please specify):</td>
</tr>
<tr>
<td colspan="3">Specific group(s) of staff or students (please specify):</td>
</tr>
<tr>
<td>All students of the University?</td>
<td>YES:</td>
<td>NO:</td>
</tr>
<tr>
<td>All staff and students of the University?</td>
<td>YES:</td>
<td>NO:</td>
</tr>
<tr>
<td>The general public?</td>
<td>YES:</td>
<td>NO:</td>
</tr>
<tr>
<td colspan="3">Other (please specify):</td>
</tr>
<tr>
<td>Will there be guests/visitors* attending the event?

<i>*Guests/visitors are not the audience but could be in attendance to; support the event, to contribute to the content.</i>

<i>A guest/visitor could be someone who may become involved in speaking at the event or become involved in interactions with the audience.</i></td>
<td colspan="3">Yes/No

If Yes, please detail your guest/visitor list below;

Name
Organisation
Role in event
Reason for attending event</td>
</tr>
<tr>
<td>Will there be defined seating arrangements at the event?
(Not applicable if online event)

<i>If YES, please provide details?</i>

<i>Please note that segregated seating is not permitted, with the exception of religious observance and only then for the duration of that observance.</i></td>
<td colspan="2">YES (provide details):</td>
<td>NO:</td>
</tr>
</table>

How will entry to the event be controlled? ***(Not applicable if online event)*** *E.g. by ticket, invitation only, membership, restricted numbers? List all that apply.*	
Likely number of attendees:	
Number of stewards required? ***(Not applicable if online event)***	
Where will the event be publicised?	
Is there known or likely media interest in the external speaker?	
Please state any reasonable access or support requirements for attendees ***(Not applicable if online event)***	
Other details about the proposed event that should be noted	

Section 3: External Speaker details

Full name of External Speaker: *Include all known names and aliases for the speaker. If more than one speaker, please provide all full names and aliases and indicate who is the main or lead speaker.*		
External Speaker's Website and social media profiles: *Please list URL's, Twitter handles etc.…*		
External Speaker's contact details:	Email:	Telephone Number:
External Speaker's organisation: (if applicable)		

Organisation's address and postcode:	

Section 4: Audio and/or video content details

Full title of audio and/or visual content:	
Has the audio and/or visual content been reviewed by the Organiser or the Organiser's nominee (usually the Organiser's line manager)?	Yes/No If no, why not? If yes, please provide a brief synopsis of the content and assessment if its suitability for viewing by agreed audience.
Please provide a link to the audio/and or visual presentation or send the file to the designated email address when submitting this request.	

Section 5: Organiser(s) details: to be completed by the Event Organiser

Name:	Date of form submission:
Department/School/Faculty/Programme: *Organisers who are BCU Staff or Students ONLY - please delete as appropriate and complete.*	Staff/Student ID: *BCU Staff or Students ONLY.*
Postal address: *For non-registered BCU staff/students ONLY.*	
Email:	Telephone number:
Submission of this form is supported by: Position/title:	Email:

Organiser(s) Declaration:

- I have read the University's *External Speaker and Event Policy and Procedures: Code of Practice on Freedom of Speech and the Equal Opportunities Policy Statement;* and that the proposed event and its speakers will adhere to the principles listed;
- I confirm that I have submitted this External Speaker Event Form with the permission from a University Line Manager, Head of Department, Director of Service or nominee; Chief Executive of the Students' Union or nominee;
- I have completed this form to the best of my knowledge and understand the form will only be considered where all information donated (where applicable) is provided; and
- I understand that the University reserves the right to refuse permission for events and external speakers on University premises following the completion of due diligence, risk assessment and health and safety assessment.
- I understand that any variation* to the arrangements for external speakers or an event should be notified to Security Services or the Students Union in sufficient time to enable the University to assure itself that the revised arrangements are satisfactory.

*Examples could be additional speakers attending the event, change in audience or topic, addition of guests to the event who take on a speaking role, addition of visual content.

Sign:	Date:

FOR INTERNAL USE ONLY (To be completed by BCU Assistant Director of Security or nominee):

Assessor Details:	Date Assessed:	Reference:
Proceed with External Speaker and/or event? Yes/No (please delete as applicable)		
Proceed with External Speaker event with the following measures/conditions?		
Do not proceed with External Speaker/Event?		