



OFFICE USE

Date received:

Received by:

This form is to be used for all requests for external speakers. Each request will be considered by the University under the University's Freedom of Speech Code of Practice. It applies to all events held on campus, and to events held off-campus which are funded by the University or the Students' Union, affiliated to the University or the Students' Union, or branded in a way that associates them with the University or the Students' Union (including student society events held off campus).

SECTION A – ORGANISER'S DETAILS

1. Organiser's name:	
2. Student Society / Sports Club:	
3. Organiser's Student ID:	
4. Organiser's contact email / phone:	

SECTION B – GUEST SPEAKER'S DETAILS (you must use a separate form for each speaker)

1. Speaker's name (PLEASE PRINT IN CAPITALS):	
2. Speaker's contact email:	
3. Organisation or society that the speaker represents (if applicable):	
4. Where possible, please provide weblinks to any background material relating to your guest speaker: <i>(this can include a company or personal website, a LinkedIn profile or relevant social media page including Facebook, YouTube, etc.)</i>	
5. Has the guest speaker spoken at London Met (or any other educational establishment) events before?	YES / NO
6. If 'YES', please provide details / dates:	
7. Has the speaker ever been refused permission to speak at London Met (or any other educational establishment) events before?	YES / NO
8. If 'YES', please provide details:	

SECTION C – ROOM BOOKING ****DO NOT ADVERTISE YOUR EVENT UNTIL YOU HAVE RECEIVED ROOM BOOKING CONFIRMATION****

1. Date of event:			
2. Start time:		3. End Time:	
4. Preferred room:			
5. Will there be catering?	YES / NO		
6. Is media required?	YES / NO		
7. If 'YES', please provide details:			
8. Any accessibility requirements?	YES / NO		
9. If 'YES', please provide details:			
10. Will the event (or part of the event) be held off campus?	YES / NO		
11. If 'YES', please provide details:			

SECTION D – ATTENDEES

1. Is the event open to:	2. Please indicate below how many you expect to attend (approximately):	
Students	YES / NO	
University staff	YES / NO	

Please submit the completed form via email to: studentsunion@londonmet.ac.uk
or in hard copy to the Students' Union, Room TM G-75, Tower Building, Holloway Road

EXTERNAL SPEAKER & ROOM BOOKING REQUEST FORM 2016/17

Invited guests	YES / NO	
General public	YES / NO	
	TOTAL NUMBER =	

SECTION E – EVENT DETAILS

1. Event Title:	
2. General topic / theme:	
3. Format (for example lecture, Q&A, debate, etc.):	
4. Name of Chairperson:	
5. Language in which the event will be conducted:	
6. * How will the event be advertised (in what language)? <i>(please provide a copy of any advertising material)</i>	
7. Will any literature, publications or other materials (such as CDs/DVDs) be distributed or available to attendees? <i>(if 'YES', please attach a copy)</i>	YES / NO
8. Is the event being sponsored?	YES / NO
9. If 'YES', by who?	
10. Will the event be recorded / broadcast?	YES / NO
11. Will members of the press, TV or radio be permitted to attend?	YES / NO
12. Will there be any conditions for attendees? <i>(such as paid/free ticketing; invitation-only; allocated seating; individuals encouraged to sit in certain areas – ie, segregated seating)</i>	YES / NO
13. If 'YES', please provide details:	
14. Do you have any reasons to believe that the event would be disrupted?	YES / NO
15. Are you or anyone else involved in organising the event aware of any reason why any part of the University- or wider- community would take issue with the speaker and potentially protest?	YES / NO
16. Do you have any reason to believe that extremist views are likely to be expressed at the event? 'Extremism' is considered to be vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs, and calling for the death of members of the UK armed forces.	YES / NO
17. If 'YES' to question 14 and/or 15 and/or 16, please provide details: <i>(The University will not refuse permission on the ground that the speaker may be considered controversial, but needs to consider what measures may be necessary to protect the speaker's freedom of expression and the safety of those attending the event and the wider University community, and to fully mitigate the risks associated with extremist views that risk drawing people into terrorism or are shared by terrorist groups.)</i>	

*Do not advertise your event until you have received room booking confirmation

SECTION F – DECLARATION

Please tick each of the statements and then sign below to indicate your agreement:

<input type="checkbox"/> I have read and understood the University's Code of Practice on Freedom of Speech.
<input type="checkbox"/> I have provided a copy of the University's Code of Practice on Freedom of Speech to the external speaker.
<input type="checkbox"/> I understand that I am responsible for the proper security and organisation (including stewarding and chairing) of the event for the purpose of protecting the rights of freedom of speech.

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<input type="checkbox"/> I understand that I or the society I represent may be required to meet the cost of any conditions or requirements (including security measures) the University deems it necessary to impose.	
<input type="checkbox"/> I agree to notify the University Secretary if any of the information given in this form changes.	
Signature: <i>(a signature is not required if the form is sent by email from a londonmet.ac.uk address or email registered with the University)</i>	
Date:	