**External Speaker Form**

**The University’s legal obligations under the *Prevent Duty* require it to have in place adequate procedures relating to external speakers. This form should be completed by any event organiser wishing to invite an external speaker onto University premises or to speak at a University event taking place off campus. Information supplied on this form may be referred to the University’s Prevent Lead.**

|  |  |
| --- | --- |
| **Event Organiser** | |
| **Club / Society Name** |  |
| **Name of organiser** |  |
| **Contact email** |  |
| **Contact name** |  |
| **Proposed Event Details** | |
| **Name of Event** |  |
| **Date of Event** |  |
| **Location**  **(or online platform)** |  |
| **Expected Attendance** |  |
| **Attended By** | **Members only**  **Invitation only**  **Open to non-members**  **Open to general public** |
| **Description of Event**  ***Please provide a short description of the event.*** |  |
| **External Speaker Details** | |
| **Name of Speaker** |  |
| **Organisation** |  |
| **Position** |  |
| **Subject of Event** |  |
| **Biography of Speaker** |  |

**For Office Use Only**

**Date: \_\_\_\_\_\_\_\_\_\_\_**

**Approved By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**