

# Appendix 1 - External Speaker / Event Application

Please ensure that you answer all the questions below in detail and submit all of the required information. An incomplete application may result in delay. Once completed this form must be sent to **suggestspeakers@bucks.ac.uk** at least two weeks prior to the event taking place. You must not confirm anything with your guest speaker, or advertise their attendance, until this form has been authorised.

## Student Details

Name of Applicant:

Contact details:

Society or group (if any) in whose name the meeting or activity is to be publicised:

Date of Meeting:

Time of Meeting:

Place of Meeting:

## Speaker Details

Name of Speaker:

All other names by which the person has been known:

Address:

What organisation (if any) they represent:

Have they spoken at this University before, or at another higher education institution? If so, which?

*A biography should be included in the space provided at the end of this form (500 words max).*

## Event Details

The nature of the event and its topic:

List other participants, speakers, and principal guests if known:

Will there be any fundraising and, if so, for whom or what?

## Guest Details

This event is for (tick one):  invited guests only  any students and staff  general public

If invited guests only, who are they?

## On The Day

What materials (booklets, CDs, free gifts etc.) will be available to those who attend?

What stalls will there be and who will be providing them?

Number of people expected:

Will the speaker need protection?  yes  no

Are the press or other media expected to be present?  yes  no

## Sponsorship Details

The event is sponsored by:  the Students' Union  a student society affiliated to the Union

the Chaplaincy  University Facilities  a member of staff (please name below)

Staff member responsible:

*(external commercial bookings will be sponsored by the Students' Union).*

## Prospective Speaker Declaration

I respect the fact that Bucks Students' Union is a community in which people of many different races, cultures, faiths and beliefs, live and work side by side, and is committed to building an affirming community among all its staff and students whilst securing freedom of speech and the encouragement of open and free debate.

By accepting an invitation to speak on University premises I undertake to:

- express my beliefs and views honestly and courteously
- respect the right of others to express their beliefs and views
- refrain from using undue pressure, manipulation or inducements to win others to my point of view or agenda or to silence them.
- refrain from misrepresenting the views of others
- avoid language or behaviour that violates the dignity of people or creates an intimidating, hostile, degrading, humiliating or offensive environment for them on the grounds of their race, gender, ethnicity or national origin, religion or belief, sexual orientation or disability.
- cease speaking immediately if requested to do so by an authorised member of University staff, and leave the University premises upon a request by that member of staff.

I am aware that it is a criminal offence:

- to use threatening, abusive or insulting words or behaviour in circumstances where it is likely, or intended, that racial hatred will be stirred up
- to invite support for a proscribed terrorist organisation.

I recognise that in the event of the law being broken by a speaker on University premises, the Students' Union / University will report the matter to the police and give them all necessary assistance.

I recognise that the Students' Union reserves the right to cancel or terminate an event without notice if it has reason to believe that it will lead to public disorder, danger, damage to property, or undue distress to individuals or groups.

Name:

Contact details:

Signed:

Date:

## Notes

The Applicant is responsible for the accurate completion of the application form. If it is found that any relevant information has been omitted, permission for the event may be withdrawn.

The application form must be submitted at least two weeks before the planned date of the event, and updated if there is any change of plans or any new relevant information comes to light.

The acceptance of the application will be conditional on you supplying the wording of publicity for the event and copies of any fliers and ensuring the relevant Students' Union representative will be an additional recipient of any social media activity relating to the event: e.g. the Student Activities Manager for sporting events.

No external catering, alcoholic or otherwise, banners, flags, placards or similar items, or any items or animals which could be used in a manner likely to lead to injury or damage or cause a breach of the peace shall be brought into the building, taken into a meeting or activity, or used anywhere on the premises.

The cost of providing special cleaning, repair or other services after an event shall be met by the Applicant. A deposit can be required at the Students' Union's discretion.

If stewards are provided by the applying organisation, they shall be required to be present throughout the meeting or activity and also while the audience is assembling or dispersing, and they must be briefed by applicants about their duties and responsibilities including local fire and emergency procedures. Information about these procedures will be provided by the Students' Union.

The Applicant must ensure to ensure that no speaker or other person present at a meeting should infringe the law, and that if such conduct continues after a warning, the Applicant has a duty to close the meeting and/or notify the police. If this is not done, then a Students' Union senior manager has the power to close the meeting and/or notify the police.

**Speaker biography (500 words max).**