

## NEWMAN UNIVERSITY

### APPLICATION FOR PERMISSION TO INVITE EXTERNAL SPEAKERS TO UNIVERSITY EVENTS

Please complete **one** form for **each** speaker to be invited. Please ensure that you read the policy before completing the form. The policy can be found on the intranet at the following link [Policy on External Speakers \(newman.ac.uk\)](#)

Event	
Please tick to confirm this event is not part of the core business of the University as defined in the policy.	
Chair/Internal co-ordinator	
Date, time and approximate duration	
Proposed location	
External Speaker/Exhibitors ( <b>Please provide a biography</b> of the speaking including, name and current position held and the organisation in which they are representing)	
Arrival and leaving arrangements Please can you indicate what considerations have been made about when the speaker will arrive and leave i.e. which person(s) will accompany them off site? How will they depart? Has the physical security of the campus been considered for this proposed event?	
Has the Speaker/exhibitor: (i) attended the University before to speak? (ii) attended any other UK University to speak? If so, to your knowledge has the speaker even been refused permission to speak at educational premises?	
Estimated number of attendees	
For online events, what measures have you taken to protect participants from 'Zoom-bombing' or similar, and to control the entry of participants?	
Will the event be lived streamed and/or recorded for repeat transmission? Either at the event itself or recorded for repeat transmission either on or off campus, please indicate all details.	

Will this include members of the public? If yes, will it be a ticketed event? If so, tickets must NOT be issued prior to permission being granted for the event to take place.	
Subjects on which speaker/exhibitor has been invited to talk	
What language will the talk/exhibition be in?	
Further details relevant to the event (e.g. advertisement (internally, web sites, social media etc.), publication material available, press/media attendance, sponsorship)	
Resources used by the speaker Please indicate whether speakers intend to use online media or other recordings, will any literature be distributed or left? Do they have a speech/set of presentation slides that can be available for review prior to the event?	
Please confirm that you have read the University's policy on external speakers/exhibitors and to the best of your knowledge that the speaker will conform to the requirements of the criminal and charity law.	

If any circumstances change subsequent to the completion of this form (e.g. name of the speaker etc.) the organiser of the event, must inform the University's Secretary & Registrar (or another member of ULT) immediately.

### **Approval Decision:**

- ☐ Approval
- ☐ Approve (with conditions)

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- ☐ Refuse the request

Reasons for Refusal:

- ☐ Health & Safety    ☐ Procedural    ☐ Reasons related to Prevent    ☐ Other

Comments: .....

Signed:

Date:

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