BIRMINGHAM CITY UNIVERSITY

Visiting Speaker and Event Booking Form

Where a Visiting Speaker and Events Booking form is required in accordance with the Visiting Speaker and Event Policy and Procedure, please complete this form and return it 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](mailto: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 visiting 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](mailto: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;](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fbcuassets.blob.core.windows.net%2Fdocs%2Ffreedom-of-speech-code-of-practice-133500612322593714.docx&wdOrigin=BROWSELINK)
* [Visiting Speaker and Event Policy and Procedure (Annex 2 to the Code of Practice on Freedom of Speech):](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fbcuassets.blob.core.windows.net%2Fdocs%2Ffreedom-of-speech-code-of-practice-133500612322593714.docx&wdOrigin=BROWSELINK) and
* [Equal Opportunities Policy Statement.](https://bcuassets.blob.core.windows.net/docs/Equal-opportunities-statement-Jan%202012.pdf)

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](mailto:universityevents@bcu.ac.uk)) who can provide copies.

**Section 1: Topic details**

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| --- | --- |
| Title of the event: |  |
| Type of event: | Please delete as applicable: Visiting speaker  Audio Content  Visual Content |
| Title of talk/presentation to be given by visiting 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 visiting speaker/ video/audio/content?*  *If a speaker, what will be the talk/presentation style?* |  |
| Will the visiting 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 visiting 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 online 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**

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| --- | --- | --- | --- | --- |
| The audience at the proposed event is likely to comprise of or be open to: | Specific members of a club, society or identifiable group (please specify): | | | |
| *Please respond to all that apply and provide details where necessary.*  *For ‘Yes’ or ‘No’ responses, please mark with ‘X’ as appropriate.* | Specific group(s) of staff or students (please specify): | | | |
| All students of the University? | YES: | | NO: |
| All staff and students of the University? | YES: | | NO: |
| The general public? | YES: | | NO: |
| Other (please specify): | | | |
| Will there be guests/visitors\* attending the event?  *\*Guests/visitors are not the audience but could be in attendance to support the event, to contribute to the content.*  *A guest/visitor could be someone who may become involved in speaking at the event or become involved in interactions with the audience.* | Yes/No  If Yes, please detail your guest/visitor list below: Name:  Organisation: Role in event:  Reason for attending event: | | | |
| Will there be defined seating arrangements at the event?  ***(Not applicable if online event)***  *If* ***YES****, please provide details?*  *Please note that segregated seating is not permitted, with the exception of religious observance and only then for*  *the duration of that observance.* | YES (provide details): | | NO: | |

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| 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 visiting 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: Visiting Speaker details**

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| Full name of visiting 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.* |  | |
| Visiting speaker’s website and social media profiles:  *Please list URL’s, Twitter handles etc.…* |  | |
| Visiting speaker’s contact details: | Email: | Telephone Number: |
| Visiting speaker’s organisation: (if applicable) |  | |

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| Organisation’s address and postcode: |  |

**Section 4: Audio and/or video content details**

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| 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: |

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| **Organiser(s) Declaration:**   * I have read the University’s *Visiting Speaker and Event Policy and Procedure, Code of Practice on Freedom of Speech and the Equal Opportunities Policy Statement* and confirm that the proposed event and its speakers will adhere to the principles listed; * I confirm that I have submitted this Visiting 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 requested (where applicable) is provided; * I understand that the University reserves the right to refuse permission for events and visiting speakers on University premises following the completion of due diligence, risk assessment and health and safety assessment; and * I understand that any variation\* to the arrangements for visiting 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):**

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