Appendix A - External Speaker/Guest Lecturer Checklist

This form is to be used to approve external speakers or guest speakers who are invited to speak as part of the curriculum. Where there is an event that other staff, students and/or members of the public are invited to, this should additionally be booked through the Events Team and be published in the University Events Calendar. Please refer to the procedure for approving external speakers before completing this form.

|  |  |
| --- | --- |
| Name of Speaker |  |
| Organisation and role |  |
| Name of Organiser |  |
| Purpose of session/talk |  |
| Course and/or module to which the talk relates where it is a guest speaker |  |

|  |  |  |
| --- | --- | --- |
| Approval of the speaker | Yes/No | Comments |
| Is the guest speaker contributing to the curriculum? |  |  |
| If yes has the speaker and subject been agreed with the course leader? |  |  |
| Has this speaker been booked before? |  |  |
| If yes was this checklist previously completed? Did the event pass without any issues? |  |  |
| If this is the first time is a member of staff familiar with the speaker? |  |  |
| Are you satisfied that the speaker and subject is appropriate, based on the speaker’s skills knowledge, experience and reputation for the purpose of the session? |  |  |
| Have you checked the background of both the organisation and the speaker (usually by running a Google search to review any news stories or reviewed other relevant information etc)? Please attach the results |  |  |
| Have any issues arisen that give cause for concern under the university’s code of practice on freedom of speech and ‘no platform policy, or in relation to the University’s Prevent Duty? Where yes, what is your proposed mitigation? |  |  |

Confirmation that due diligence has been undertaken on the speaker

Signature:

Date:

Approval of the speaker

Signature:

Head of School/Service Department:

Date:

**Where issues are identified, these should be referred by the Head of School to the University Secretary for consideration by the Prevent Group.**