

## External Speaker Event Booking Form

This form must be completed by any clients wishing to bring someone onto University property whose presence might be considered to be potentially disruptive or controversial. It is not necessarily to stop such a person coming to speak; it is instead to ensure that adequate arrangements can be put in place to allow such an event to take place safely and within the law.

This form should be completed by the Event Organiser in conjunction with the Conference Office.

### Organiser Details

Name of Organiser \_\_\_\_\_

Contact Email \_\_\_\_\_

Contact Telephone No. \_\_\_\_\_

### Event Details

Title of Event \_\_\_\_\_

Date of Event \_\_\_\_\_

**Suggested Location of Event** \_\_\_\_\_

### Speaker Details

*(N.B. if more than one speaker, a form must be completed for each speaker)*

**Name** \_\_\_\_\_

**Organisation** \_\_\_\_\_

**Contact details** \_\_\_\_\_

**Title of talk/presentation** \_\_\_\_\_

**Subject matter** \_\_\_\_\_

**Has the speaker spoken** \_\_\_\_\_

**at the University before?**

**If so, when?** \_\_\_\_\_

\_\_\_\_\_

**Has the speaker been refused** \_\_\_\_\_

**to speak publically or at any**

**other educational** \_\_\_\_\_

**establishment before?**

**If yes, please provide** \_\_\_\_\_

**details.**

Are there any other details \_\_\_\_\_  
about the event that should be \_\_\_\_\_  
noted i.e. if the event is \_\_\_\_\_  
approved, is there a  
likelihood of Media interest? \_\_\_\_\_  
Does the event have any  
controversial subjects? If so \_\_\_\_\_  
please provide details.

**Organiser to read and sign:** I have read the [University Equality and Diversity Statement](#) and confirm that this event and its speaker will adhere to the principles of the statement.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**To be completed by the Conference Office, Edinburgh Napier University**

Any other information about the event uncovered through research which might be important for assessing the event:

***NB: Should any potential issues or areas of concern be identified a full risk assessment should be completed and the University Secretary/Deputy informed at the earliest opportunity.***

University Secretary or deputy informed (date) \_\_\_\_\_