**Guest Speaker Request Form**

Worcester Students’ Union and University of Worcester are committed to ensuring that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers

This form must be completed for all guest speakers attending any student group meeting, whether based on or off campus, and **submitted at least** **2 weeks** **before** the planned date of the event to e.york@worc.ac.uk

You are not permitted to advertise the attendance of your speaker until authorised to do so by the Student Engagement Co-ordinator or Student Engagement Manager. By submitting this form, you confirm that you have read and understood the University’s policy, “Code of Practice on Freedom of Speech”. This policy can be found here: <http://www.worcsu.com/sports_activities/resources/>

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| **Section 1: Organiser Information** |
| Today’s date (date of form submission): | Click here to enter date | Society name: |  |
| Name of organising committee member: |  | Student Number: |  |

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| **Section 2: Event Information** |
| Date and time of event: | Click here to enter date and time | Location of event: |  |
| Subject of talk: |  | Expected number of attendees: |  |
| Title of talk: |  |
| The event is open to: | [ ]  Members[ ]  Non-member students | [ ]  General public[ ]  Under 18s | [ ]  By invitation/ticket only |

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| **Section 3: Guest Speaker Information** |
| Full name of speaker: |  | Contact email (or phone number): |  |
| Organisation they represent: |  | Affiliations of speaker (religious, political, other): |  |
| Relevant website for speaker: |  |
| Is this guest likely to attract media attention? If yes, why? |  |
| Has this speaker or topic generated any controversy? If yes, why? |  |
| Do they have any special requirements (security, accessibility, other)? |  |
| Is there any other information you think we should be aware of? |  |

**Failure to disclose full speaker details may result in your event/booking being cancelled and could result in referral for disciplinary action**