Arranging for an External Speaker

Decision made to propose external speaker

→ Indentify Principal Organiser →

Is event part of students' programme?

- No
- Yes

Is the speaker controversial?
- Yes
- No → This is not a specified event. Book room as standard

Is the speaker from a proscribed organisation?
- Yes → The speaker cannot be invited
- No

Submit External Speakers Planning Form four weeks beforehand

Is the speaker identified as controversial?
- Yes → This is a specified event
- No

Continue to monitor information on speaker

Is speaker identified as controversial after review?
- Yes → This is a specified event
- No → This is not a specified event

Consult with Governance and Legal Services, Security, Rooming, Corporate Communications

Is the speaker from a proscribed organisation?
- Yes → The speaker cannot be invited
- No

Complete Written Risk Assessment

Is freedom of speech within the law guaranteed?
- No → The speaker cannot be invited
- Yes

Consult with speaker(s) on arrangements

Brief event chair on arrangements

Publicise event/ arrange for ticketing

Arrange for stewarding

Complete arrangements for the event to take place