

GUIDE TO BOOKING EXTERNAL SPEAKERS

Student groups and departments organising an institutional-wide event must notify the University of those that involve external speakers (defined as individuals or organisations who are not part of the Students' Union or the University).

A minimum of three weeks' notice (21 days) must be given for external speaker forms, to allow sufficient time for appropriate consideration. University Only: If you require a room for the event, the booking must be made no later than three weeks (21 days) beforehand. For Clubs and Societies bookings please refer to the deadlines for Events on the Students Union website. This is to allow for adequate safeguarding checks to be made, as well as allowing time for alterations to the event, if necessary.

Any requests received within the three weeks leading up to the planned event will be rejected unless there are exceptional extenuating circumstances. This will be at the discretion of Warwick Students' Union and Campus security.

No event involving any external speakers may be publicised or considered confirmed until the speaker has been cleared through the procedure detailed in this policy. This includes advertisement through any social media platform.

To start the process, please complete an external speaker form on the University website, by following this link:

<http://www2.warwick.ac.uk/services/centraltimetabling/externalspeaker-copy/>

WSU/Security will check all speakers' details, group links and other connections (on the first three pages of Google results and any web link provided). Please complete the form as fully as possible, providing relevant links where applicable, in order to help us reaching our decision.

External Speaker Process

Societies/Clubs: You will also need to complete the Event Planning Pack (including financial planner and risk assessment) for your event. The completed pack should be sent to your relevant coordinator: studentactivities@warwicksu.com who can provide guidance.

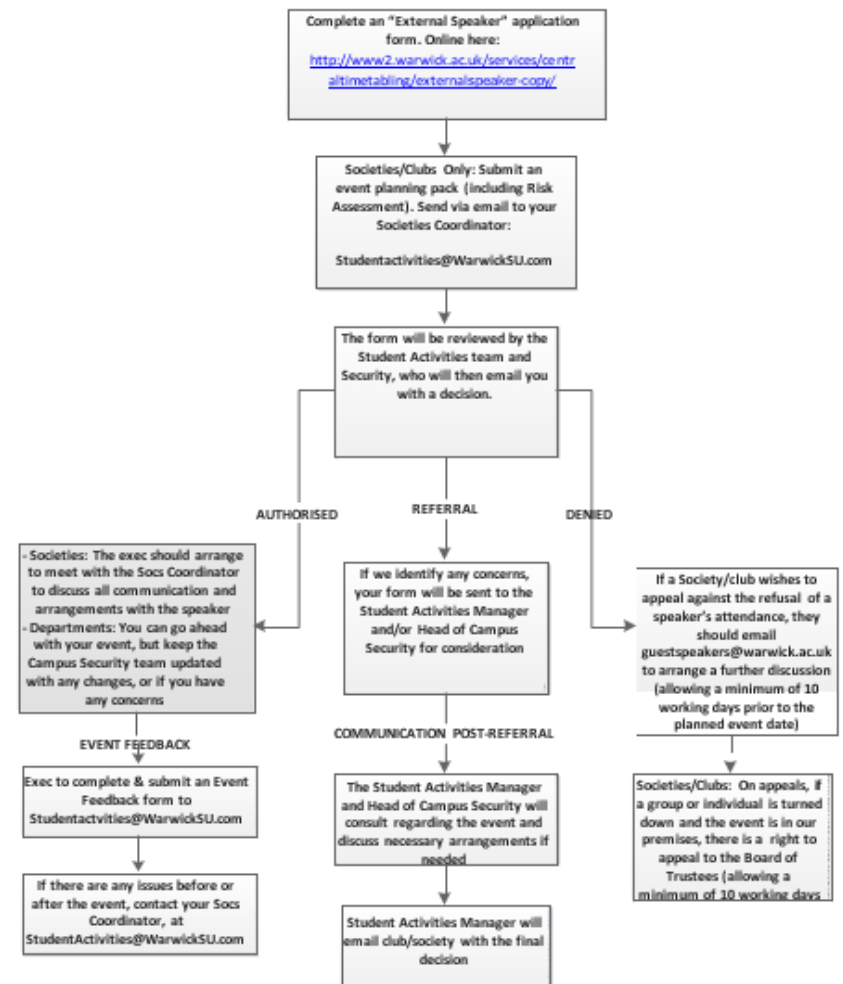
You may reimburse speakers for their travel to and from their event. We will only authorise standard travel (not business or first class), and it may be wise to set a cap on how much your Society is willing to reimburse, especially if they are travelling from overseas.
You may also pay your speaker an honorarium - in such instances, please consult with the Student Activities team for advice and guidance.

If the speaker in question is deemed to be controversial or high-risk, WSU and the University may propose the following conditions:

- The event has to be filmed (not for broadcast) by an independent body.
- The event be observed by Union, University or third party officials. The Union, University or third party officials reserve the right to cancel or stop an event if any of the applicable policies are not adhered to, including but not restricted to, room bookings, Dignity at Warwick, WSU's Diversity Policy.
- An event promoting a particular view includes an opportunity to debate or challenge that view. This may include inviting other speakers with opposing views to the event.
- The event be stewarded or subject to security (or extra security) on the door (at the expense of the club or society hosting the event).
- An event closed to Society members only, is open to all members of the Union.
- A copy of any speech to be delivered by the speaker is submitted to the Union/University.
- The event may be designated a 'ticket only' event.

When considering any specified actions designed to reduce risk, the potential of those steps to cause risk (for example, the sense of oppression felt by having security on the door) should be taken into account. The student group involved will be consulted and kept informed of discussions and decisions throughout endeavoring, wherever possible, to reach mutual agreement.

Should you require any further support, advice or clarification on the above, contact guestspeakers@warwick.ac.uk



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