

Approved by:	Board of Trustees
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Review date (no later than):	1 January 2026
Responsible for implementation:	Chief Executive
Responsible for interpretation:	Board of Trustees

External Speakers Policy

1.0 Scope and Background

- 1.1 As City St George's Students' Union (the Union) our Officers and Student Groups host hundreds of events with external speakers every year and they make an important contribution to the liveliness of student life at City St George's, University of London (City St George's). Our External Speakers policy makes sure that we empower our students to make the most of their education experiences at City St George's whilst following charity law and other legislation that we are responsible for upholding.
- 1.2 The legal framework we work within means that all external speakers at Union events on or off campus must be approved by the Union before they can take place or be advertised.
- 1.3 An external speaker is anyone who is not a current student or staff member or alumni of City St George's or the Union.
 - 1.3.1 NHS Trust staff who are not a staff member of City St George's are, for the purpose of this policy, an external speaker and require approval before speaking at a Union event.
- 1.4 This policy applies to all events that are organised on behalf of the Union or a Union student group, network or society whether on campus in a university or union space, online or in an external venue or university. This also includes events organised by Union staff and Sabbatical Officers.
 - 1.4.1 This policy also applies to events being organised in collaboration with another organisation, university or society.

2.0 Policy Definitions

- 2.1 This section provides essential definitions to ensure clarity and consistency for event organisers and stakeholders involved in the planning and execution of events featuring external speakers.

Event organiser	A student leader / group of students from an affiliated student group / Union staff member / Sabbatical Officer, responsible for planning and managing an event, including inviting speakers and ensuring all needed approvals are obtained. The Union will not normally support individual students who are not part of an affiliated group or in a leadership position to host events with external speakers.
External speaker	An individual invited from outside the university organisation to speak at an event, often bringing expertise or a unique perspective.

Self-referral	The process where an event organiser evaluates the suitability of a speaker and decides whether to seek further evaluation if they meet certain criteria that may increase the risk of an event.
Referred speaker	An external speaker who has been submitted for further evaluation by the Union and university due to meeting more than one of the specified criteria for referral.
Regulatory steps	The things that event organisers must put in place and follow to ensure events with external speakers are safe for students and attendees.
Risk assessment	The evaluation process conducted by the event organiser to identify and analyse potential risks associated with an event hosting an external speaker, ensuring that appropriate steps are taken to mitigate those risks.

3.0 Freedom of Speech

- 3.1 Student leadership is fundamental to our Union. As a Union we are committed to empowering event organisers to make the most of their educational opportunities and skills to explore, debate and challenge issues, including those that may be considered controversial, whilst supporting them in fulfilling their legal responsibilities.
- 3.2 Freedom of expression and freedom of speech are basic human rights to be protected and are protected by law.
- 3.3 Open debates are central to the culture of academic freedom, the development of students' ideas and understanding, and are protected by an Act of Parliament.
- 3.4 Student safety and welfare is at the heart of the Union's values, policies and practices.
- 3.5 The Union will work with event organisers to ensure they meet their responsibilities in upholding the freedom to express views with the need to ensure compliance with other legal duties such as Charity Law and Prevent Duty.
- 3.6 Where there is potential for these rights to come into conflict, the Union is committed to working in collaboration with the event organiser(s) that will allow the Union to reach a sound, evidence-based judgement about the speaker in question and their associated organisation and the likely impact of them taking part in the event.
- 3.7 If a judgement on a speaker's participation is required, then the Union will at times require additional measures, known as regulatory steps, to be put in place to allow the event to take place legally and safely.

- 3.8 Any complaints about a decision made in relation to external speakers should be made under [Bye-Law 9: Complaints and Disciplinary Procedures](#).

4.0 External Speaker Process

- 4.1 Any request for an event with an external speaker involved must be made no later than 15 working days before the event.
- 4.2 During the 15 working days the Union will work with the event organisers and City St George's to make the right decision on whether a speaker can be approved and whether any regulatory steps are required as a condition of the event approval.
- 4.3 The 15 working days starts when the Union has all the information requested on the events form from the event organisers. This includes information about the event, the room requirements, and the external speaker. This also includes events which take place online, in an external venue or university.
- 4.4 The event organisers are responsible for the activities that take place within their event and ensuring the external speaker agrees to the University's Code of Practice on Freedom of Speech and the External Speakers Briefing (Appendix D) and are aware of their responsibilities to abide by The Law and the Union and City St George's policies, including that they:
- a. Must not incite hatred, violence or call for the breaking of The Law.
 - b. Are not permitted to encourage, glorify or promote any acts of terrorism, including individuals, groups or organisations that support such acts.
 - c. Must not provide a platform for the expression or promotion of extremism or use of radicalising materials as defined in the [Charity Commission Guidance](#).
 - d. Must ensure positive debate and challenge and not allow intimidation or harassment, resulting from prejudice or discrimination on the groups of age, disability, marital or maternity/paternity status, race, religious beliefs, sexual orientation, gender identity, trans status, socio-economic status, or ideology or culture or any other form of distinction, to avoid insulting other faiths, or groups.
- 4.5 If the event organisers do not follow this policy and procedure in full, then the Union reserves the right to cancel any event with an external speaker and may refer the event organisers for disciplinary investigation.
- 4.6 All Union events, including events with external speakers must be risk assessed to ensure they can take place safely. When discussing event risks with the Union / University, the risk rating is not placed on the individual person invited but the conditions of the event that require mitigations to ensure attendees are free from harm.

- 4.7 External speaker's who have been evaluated in the past three months by the Union and university may not require as further evaluation.

5.0 External Speaker Procedure

- 5.1 Event organisers ask for approval for an external speaker to take part in an event by completing the relevant Union form in full, which can be found on the Union's website. All requests for an external speaker are logged by a nominee of the Chief Executive.

5.2 Self-Referral

- 5.2.1 Event organisers are asked to assess their proposed speaker's suitability and refer them for a further evaluation, if appropriate.
- 5.2.2 Self-referring a speaker for further evaluation should not prevent or hinder the speaker's attendance but is an important measure in underlining the event organisers' responsibility for inviting the external speaker and participating in assessing any risk in the event taking place.
- 5.2.3 An event organiser must self-refer the external speaker if they answer yes to one or more of the following criteria:
- a. The speaker or topic has attracted controversy in the past or is likely it might attract controversy.
 - b. The event or speaker is likely to attract media attention / interest.
 - c. The external speaker is on a speaker tour across several universities or organisations.
- 5.3.4 Processing referred speakers requires the Union and university to take more measures to organise regulatory steps to ensure an event can go ahead. If you are inviting a speaker who meets the criteria listed above, the Union recommends you plan your event 4-6 weeks in advance to make sure you have time to advertise and promote your event.
- 5.3.5 If an event organiser does not self-refer the external speaker when one or more of these criteria are relevant, the Union reserves the right to postpone or cancel the event.

5.4 Assessment Process

- 5.4.1 All external speaker requests will be checked and logged on the Union's External Speaker Log in detail by a nominee of the Chief Executive.
- 5.4.2 The Union will monitor an External Speaker Log and support staff in the implementation of this policy. Spot checks of the External Speaker Log may be requested by the Union's Chief Executive or City St George's and will determine if this procedure is working correctly.

- 5.4.3 Once an external speaker has been reviewed, they will be kept on the External Speakers Log until 31 July of that academic year.
- 5.4.4 The Union will complete an initial check of the speaker request by reviewing the information on the completed events form and by undertaking an internet search of the speaker and the organisation(s) that they are associated with; the first six pages of the search results will be used to determine:
- a. That the speaker is approved pending a completed event risk assessment being provided, and that the event presents no or low risk to Union policy, Health & Safety responsibilities, or it's wider legal obligations.
Or
 - b. That one or more of the referral criteria have been met, and the speaker requires a more detailed evaluation.
- 5.4.5 The referral criteria that will trigger a speaker being referred for evaluation in the initial checks are:
- a. An internet search that returns reports of mainstream media coverage (National, Regional or London), or
 - b. An internet search that reports that the speaker is on a tour across several universities or organisations, or
 - c. Social media accounts with 10,000+ followers.
- 5.4.6 If the staff member researching a speaker needs guidance on whether to refer based on the internet search results, they will liaise with the Union Chief Executive or their nominee.

5.5 Referred Speakers

- 5.5.1 Following a referral, the Union will complete an evaluation of the event risk relating to the speaker. The evaluation will be recorded in writing by the Union. Where relevant, representations will be taken from the event organisers; concerned student groups; City St George's officials; and external bodies.

Risk will be identified as low or high in relation to the following categories:

- a. The speaker is linked to a proscribed organisation as defined in the Terrorism Act 2000.
- b. The likelihood of the speaker's presence at the event resulting in a platform for the expression of promotion of extremism or radicalisation as defined in the Charity Commissions Guidance.
- c. The potential for the speaker's presence to cause breach of the peace and / or fear or alarm to students, staff or other members of the public.
- d. The potential for the speaker's presence at the event to cause the Union to be in breach of the Union or City St George's Equality, Diversity and Inclusion Policy.

- e. The potential for the speaker's presence to give concern for the health and safety of students, staff or members of the public.
- f. The Union's requirement to uphold the freedom of speech as per the University's Code of Practice in relation to education legislation, as set out in our Code of Practice with the University.
- g. The opportunities and risks to the Union's reputation of the speaker's presence at a Union event.
- h. The need for the Union to be seen to be and to be independent from party politics as defined in the guidance on Campaigning and Political Activity By Charities (CC9).
- i. Any other risk to the wider legal framework in which the Union operates.

5.5.2 After a referred speaker is evaluated the Union Chief Executive or nominee may make one or the following recommendations to the Union President or nominee:

- a. To permit the external speaker to speak at the event with no further regulatory steps.
- b. To permit the external speaker to speak at the event subject to the implementation of regulatory steps designed to reduce the event risk.
- c. To not permit the external speaker to speak at the event.

5.5.3 Regulatory steps for referred events include, but are not limited to:

- a. The event is ticketed via the Union's website.
- b. Attendees to be restricted to City St George's only.
- c. The event be recorded by an independent body or by lecture capture.
- d. The event is observed by the Union, City St George's, or third-party officials. The Union, City St George's or third-party officials reserve the right to stop the event if any of the Unions policies or legal duties are contravened before or during the event.
- e. Any high-risk events promoting a particular view includes an opportunity to debate or challenge that view.
- f. The chair to be agreed by the Union in advance and any changes to the chair will not be permitted later than 5 working days prior to the event.
- g. A copy of all, or part of a speech to be delivered to be submitted to the Union in advance.
- h. Where there is significant tension around a speaker or topic, to place limitations on promotional and or supporting materials to reduce risk of intimidation.
- i. Additional security is booked for the event.
- j. A pre meeting is arranged with the event organisers, students' union and other relevant University staff.

5.5.4 When considering regulatory steps to reduce the risk of an event the Union must consider whether steps may cause more risk. For example, the sense of oppression felt by mandating having security staff on the door for some groups of students.

- 5.5.5 A summary providing information on all external speakers will be reported to the Union Board of Trustees by the Union Chief Executive on a termly basis.
- 5.5.6 If a speaker is not permitted to speak at a Union event, then it will be reported to the Deputy Chair of the Board of Trustees within one working day of such a decision being taken. Where the Deputy Chair of the Board of Trustees disagrees with the decision, they should consider whether to meet as a full Board of Trustees to use their powers to review the decision.

5.6 University Approval

- 5.6.1 External speakers who are not referred for further evaluation by the event organisers or a Union staff member are approved by the Union.
- 5.6.2 External speakers who are referred for evaluation will be passed onto City St George's for approval once the Union has completed its review.
- 5.6.3 City St George's will undertake their own review process.
- 5.6.4 City St George's will inform the Union of their decision, which will be communicated to the event organisers.
- 5.6.5 If City St George's regulatory steps for the event are different to the Union, a meeting will be held to discuss any discrepancies.

5.7 Decision and Communication

- 5.7.1 Upon completion of the evaluation process, the Union Chief Executive or their nominee will communicate the decision regarding the external speaker to the event organiser in writing. The communication will include:
 - a. The outcome of the speaker evaluation.
 - b. Any regulatory steps that must be taken.
 - c. The rationale behind the decision.
- 5.7.2 If the event is approved, the event organiser will receive guidance on next steps.
- 5.7.3 Event organisers who fail to implement the required regulatory steps may face disciplinary actions. This may include:
 - a) Formal recording of the incident filed against the event organiser(s).
 - b) Sanctions as outlined in the Societies Handbook
 - c) Referral to a Union Disciplinary Panel under Bye-Law 9: Complaints and Disciplinary Procedure.
 - d) A report to the university for further investigation.

5.7.4 If an external speaker is not permitted to participate in an event, the event organiser will receive a formal written notification. This notification will include details about the appeals process and clear next steps to follow.

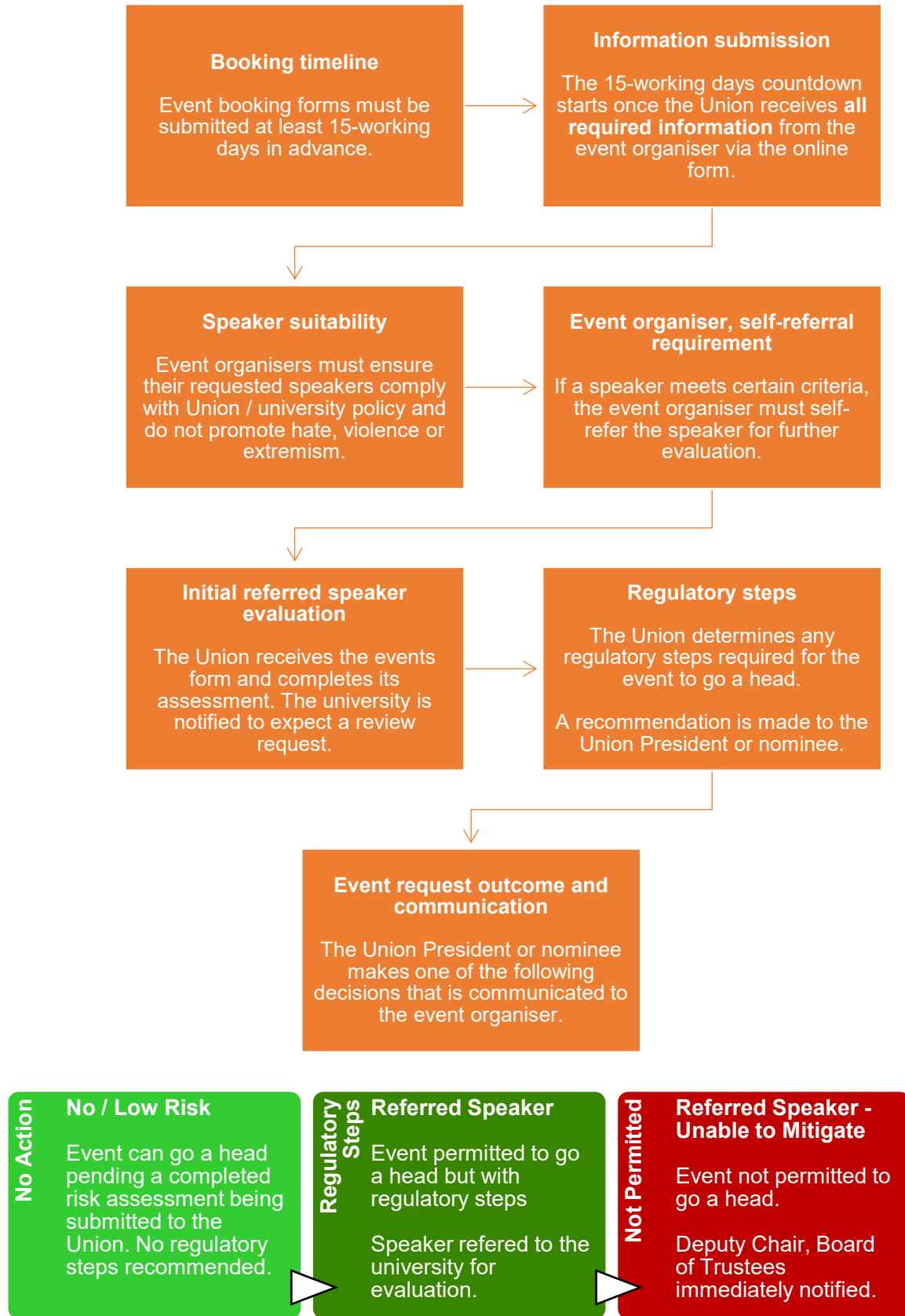
6.0 Appeals

6.1 Event organisers who are unhappy with the outcome of their event speaker evaluation, regulatory steps placed on an event, or a rejection of a speaker can appeal the decision by following the appeals process outlined in the university's Freedom of Speech Code of Practice.

6.1.1 Event organisers can seek advice on appealing a decision from the Union Chief Executive or nominee. The nominee considering the appeal will not have been involved in the speaker evaluation procedure.

6.2 Regulatory steps relating to a non-referred event speaker, i.e. those put in place by the Union, cannot be appealed.

Appendix A: Referred Speakers Flow Chart



Appendix B: Nominees of the Chief Executive

Updated: December 2024

The Union's Chief Executive nominates the following people for each site to implement this policy. The named staff are who event organisers should expect to hear from when receiving communications about their event.

Clerkenwell / Moorgate Nominees		
	Role	Staff Member
No / Low Risk	Student Communities Administrator	[To be confirmed]
	Reception Supervisor	Virginia Brown
	Student Communities & Events Coordinator	Dami Dare
Referred speaker	Student Communities Coordinator	Katie Angell
	Communities & Events Manager	Ryan Ginger
Union President / Nominee	Union President	Ayla Hamzayeva
	Deputy President (Community & Sport)	Nasir Mohammed
Appeals advice	Deputy Chief Executive	Hannah Roberts

Tooting Nominees		
	Role	Staff Member
No / Low Risk	Activities and Events Coordinator	Malvina Hedenburg
Referred speaker	Office Manager	Michelle Campbell
Union President / Nominee	Union President	Ayla Hamzayeva
	Deputy President (Education – Tooting)	Joe Kenwright
Appeals advice	Chief Operating Officer - Tooting	Tim Sice

Appendix C: Example of Regulatory Steps

Regulatory Steps	Example details
Attendance restrictions	<ul style="list-style-type: none"> Only City St George's members (staff and registered students) can attend. They must show a valid ID (City St George's ID card).
Campus security coordination	<ul style="list-style-type: none"> The university / site security team will be notified of the event, especially those after teaching hours to ensure safety.
Change of event style - debate	<ul style="list-style-type: none"> For controversial topics, the event format may be adjusted to include a debate, allowing for diverse views to be expressed and heard by attendees. Requirement to have an experienced Chair.
Event management	<ul style="list-style-type: none"> Event organisers must ensure stewards are present to check IDs and manage entry. A ticket system should be implemented for restricted audiences. The Union will advise on a specific number of stewards required. Event organisers are required to provide stewards with a briefing before the event.
Emergency protocols	<ul style="list-style-type: none"> Develop and share emergency response plans with event organisers, including procedures for handling disruptions or emergencies during the event.
Larger venue / room requirement	<ul style="list-style-type: none"> If your crowd estimates exceed the room capacity or if a high number of attendees is expected, the event may be moved to a larger venue with assistance from the Union.
Monitoring social media and communications	<ul style="list-style-type: none"> The Union will monitor social media to gauge if external groups are planning to attend or if there are threats of violence. Statements may be prepared before or after an event to protect the safety of students.
Pre-event briefing	<ul style="list-style-type: none"> The Union may conduct briefings for event organisers and speakers to clarify expectations, policies, and procedures, ensuring everyone is aware of their responsibilities.

Public attendance	<ul style="list-style-type: none"> The public can attend with proof of identity, but the event must be ticketed via the Union's website, and photo ID is required at entry.
Press approval	<ul style="list-style-type: none"> Representatives of the press, radio or television must receive prior approval from the University and Union. If an event receives press attention event organisers must notify the Union, this is to ensure fair coverage and assist with any responses to published media.
Post-event review	<ul style="list-style-type: none"> The Union may conduct a debriefing after the event to assess what went well and what could be improved.
Specified entry and exit routes	<ul style="list-style-type: none"> Speakers and attendees may need to enter and exit through designated routes or to be escorted to ensure the event runs safely.
Training for event organisers and stewards	<ul style="list-style-type: none"> The Union may provide training for event organisers and stewards on crowd management to help maintain a safe atmosphere during the event.
University members	<ul style="list-style-type: none"> Other UK university members may attend with proof of identity, using their university ID card.
Union staff presence	<ul style="list-style-type: none"> Union staff may attend the event to assist and prepare communications afterwards. They will make notes on the event content. They will not intervene and stop the event unless any of the Union's policies or legal duties are broken during the event.

Other terms you may find in our evaluation and risk assessment when organising a speaker event:

Term	Definition
Affray	A person is guilty of affray if they use or threaten unlawful violence towards another and their conduct is such as would cause a person of reasonable firmness present at the scene to fear for their personal safety.
Breach of the Peace	This occurs when someone's behaviour harms or threatens to harm another person, their property, or the peace and safety of a community. It is a broad concept used to stop potentially disruptive actions and maintain public order.

Charity Commission Guidance	The Charity Commission for England and Wales provide specific guidance on hosting speakers and debates. This includes ensuring that the event aligns with the charity's purposes and is for the public benefit.
Defamation laws	The Union and its affiliated groups must avoid making false statements that could harm the reputation of individuals or other organisations.
Equality Act 2010	The Union must ensure that all events do not discriminate against any protected characteristics, such as race, religion, or sexual orientation.
Human Rights Act 1998, Article 11, Right to Protest	This article guarantees the right to peaceful assembly. This means you can join or organise peaceful protests, meetings and demonstrations. However, this right can be restricted for reasons like public safety, prevention of disorder, or protection of others' rights.
Public Order Act 1996	A law designed to maintain public order and safety. It covers rules and regulations on how protests, public gathering, and similar events should be conducted to ensure they are peaceful and do not disrupt others.

Appendix D: External Speakers Briefing

Event organisers are required to send this document to their invited external speaker's.

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Thank you for agreeing to speak at a City St George's Students' Union event.

The Union aims to be at the heart of the student community at City St George's, University of London, ensuring our university is a place in which a diversity of people and opinions are not only accepted but celebrated. We exist to 'provide social, cultural and recreational activities and forums for discussions and debate for the personal development of students'¹. We actively seek to facilitate student led events where speakers are invited to broaden the scope of discussion at events and we are grateful to those who volunteer their time to contribute to the academic and non-academic development of our members.

Our agreement to allow external speakers to attend events on campus rests on the understanding that they act with The Law and the regulations set out by the University. The use of the University premises for events that involve external speakers is regulated by [the University's Code of Practice on Freedom of Speech](#) and these rules are adopted by City St George's Students' Union.

From the University's 'Code of Practice on Freedom of Speech':

So far as is reasonably practicable, the use of the premises will not be denied to any individual or body of persons on any ground connected with:

- a. The beliefs or views of that individual or any member of that body; or
- b. The policy or objectives of that body.

It is essential to the purposes of the University that opportunities for free and open discussion with The Law should be safeguarded. Members of the University and all other persons attending meetings held on the premises must behave in a lawful manner.

It is also our responsibility to act within the legal framework set out in various pieces of UK Legislation to ensure protection of Freedom of Speech within The Law. In order to maintain our duty of care for the health and safety of all students, staff and visitors in particular we will not allow:

- Unlawful direct and indirect discrimination, harassment and victimisation.
- Communication which is threatening, abusive or insulting, or intended to harass, alarm or distress.

¹ <https://www.csgsu.co.uk/union/governance/documents/>

- Communication which targets a person or group of people based on their protected characteristics as defined in the Equality Act 2010.
- We also reaffirm that it is a criminal offence to incite or encourage others to commit a crime, including acts of terrorism.

Full details of our External Speakers Policy can be found here:

www.csgsu.co.uk/union/governance/policies/.

This briefing document has been provided to ensure all speakers are aware of the framework the Union operates within when facilitating external speakers and measures that may be required to support Freedom of Speech at our events.

If you have any questions regarding speaking at the University, please contact us by emailing studentsunion@city.ac.uk

Appendix E: Event Guidance

Below are some guides for students and staff when organising events with speakers to ensure the Union is upholding its duty around freedom of speech and health and safety.

External Speaker's Event Planning Checklist

Below is a step-by-step guide to organising successful events with external speakers.

Task	Complete
Work with your group to define the event's purpose and goals	
Set a desired date, time and location	
Create a budget and identify any additional funding requirements	
Start the external speaker's approval process by submitting an events form, detail all desired speaker's and self-refer if they meet the criteria	
Await approval and details of regulatory steps for your event	
Complete and submit your event risk assessment to the Union	
Receive confirmation of your event and any required regulatory steps	
Send your invited speaker the Union's 'External Speaker Briefing'	
Update your event risk assessment with any required regulatory steps	
Promote your event through various channels	
Prepare materials and equipment for your event	
Follow up with attendees after the event	

Guidance for Selection External Speaker's

This section gives some criteria and considerations for choosing appropriate speaker's for your events.

Criteria

- Relevance to your student group, your event purpose and student interests.
- Diversity of perspectives and backgrounds.
- Reputation and expertise in their field.
- Ability to engage and inspire students.

Consideration

- Ensure the speaker aligns with the Union's values and mission.

Guidance for Promoting Events Safely and Inclusively

Below are some best practices for ensuring events are accessible and welcoming for all students:

- Use inclusive language in all promotional materials.
- Ensure accessibility for all students, for example being clear about your venue and supporting materials.
- Promote through multiple channels.
- Encourage diverse participation and engagement.

Guidance for Facilitating Question and Answer Opportunities at Events

This section has some best practices for managing question and answer sessions effectively.

The below tips are provided as examples of how event organisers can promote and maintain a safe and inclusive environment at their event, balancing freedom of speech with the need to protect people from abuse.

Use methods to be inclusive for those who are unable to attend, or may feel inhibited to ask questions during the event. For example, invite questions from staff or students to be submitted prior to or during the event via email or social media such as twitter.

Plan time effectively – indicate in promotional material or agendas the time allocation for speakers' presentations and allocate a specific time for a question and answer session

Identify an impartial chair for the event – someone to introduce the speaker, keep the session to time and invite questions from the audience, from a range of participants.

Guidance for Planning a Debate

This section has tips and structure for organising engaging and respectful debates that uphold freedom of speech.

Invite speakers

- Select one or more speakers to present the case FOR the topic and the case AGAINST it. This ensure a balanced representation of views.

Set presentation times

- Clearly indicate a specific time limit for each speaker's presentation. This helps to maintain focus and keeps the debate moving efficiently.

Facilitate rebuttals

- Allow each side an equal opportunity to respond after the initial presentation.

Appoint a debate chair

- Designate a chairperson to facilitate the debate. The chair should guide the discussion, ensure time limits are followed and summarise key points throughout the debate.

Engage the audience

- Provide an opportunity for the audience to ask questions, respond and comment on the topic.

If you feel you require further assistance and support to ensure your event runs in a safe and inclusive manner, you can seek this from the Union by contacting SUCommunities@city.ac.uk

Crisis Management and Contingency Planning

This section has tips on strategies for handling unexpected situations during events, this may be particularly useful if you are hosting an event that requires additional regulatory steps.

- Develop a crisis communication plan to communicate with attendees after the event.
- Identify potential risks, for example protest, and prepare responses.
- Designate a key person for managing emergencies.
- Have a backup plan for venue or external speaker's cancellations.

Guidance for Safeguarding at Events with External Speaker's

Safeguarding is everyone's responsibility, as an event organiser you need to ensure the safety and wellbeing of all attendees during events. Below is a list of considerations.

If you need to report a safeguarding concern, you should contact the Union within 24 hours of your event.

Risk assessment

- Conduct a risk assessment prior to the event and identify potential risks related to the speaker, topic, and audience dynamics.

Safety protocols

- Establish clear safety protocols, including emergency procedures and contact information for security and the Union.

Inclusive environment

- Promote an inclusive event where all attendees feel safe to express their views, encouraging a respectful dialogue and set expectations for behaviour.

Training for event leads / organisers

- Ensure event leads / organisers are trained in safeguarding and know how to escalate concerns. This should include knowledge of how to handle disruptive behaviour or emergencies.

Communication

- Clearly communicate the safeguarding measures in place to attendees before and during the event. This could include signage and announcements.

Guidance for Recording an Event

When planning an event with an invited speaker, it's important to consider the following guidelines regarding recording their talk for use on their website or social media:

1. **Communicate with the Speaker:** Discuss with the speaker whether they would like to record their talk. Ensure you understand the context and purpose of the recording.

2. **Audience Awareness:** Inform the audience that the event may be recorded, place posters around the venue and add it to your event risk assessment. This helps address any privacy concerns and ensures transparency.
3. **Technical Setup:** If recording is permitted, arrange for the necessary audio-visual equipment, you can usually set this up via your room booking. Ensure that the setup is suitable for high-quality recordings.
4. **Clarify Content Ownership:** Discuss who will own the rights to the recording and how it can be used afterward. This should be agreed upon before the event.
5. **Obtain Consent:** If the speaker plans to use the recording for promotional purposes, ensure that all parties involved are comfortable with this arrangement.
6. **Follow Up:** After the event, check in with the speaker about how they plan to use the recording and offer any support they might need.

Appendix F: Frequently Asked Questions

How far in advance should I plan my event if I want to invite external speaker(s)?

Any request for an event with an external speaker must be submitted at least 15 working days (equivalent of 3 weeks) before the event.

However, as you cannot advertise your event until you have full approval from the Union in writing, we recommend that you start planning your event 4-6 weeks before the date you want to host your event. This is very important if you are submitted a speaker who meets one or more of the referral criteria, as these people take longer for us to process.

What are some examples of speakers who may take longer for the Union to evaluate?

We want to support students to run exciting events on and off campus, one of the ways this can happen is by inviting high profile speakers to events. Here are some examples of people who may take us longer to evaluate:

Political figures

- Politicians or activists known for polarising views can attract significant scrutiny, especially if their statements have sparked public debate or protest.

Controversial academics

- Scholars who have published contentious research or who are known for provocative opinions on sensitive topics (e.g. race, gender, war, or politics) may require more thorough evaluation.

Public figures with a history of being controversial

- Celebrities or influencers who have been involved in scandals, or who have made inflammatory remarks in the past might raise concerns about the potential impact on the student body.

Speaker from a proscribed organisation

- Individuals associated with groups that are banned by the UK government under the Terrorism Act 2000, or those linked with extremist ideologies will be evaluated with rigorous scrutiny.

Activists with radical views

- Speakers advocating for extreme positions, whether on environmental issues, social justice, or other topics may require additional assessment to ensure compliance with university and Union values and policies.

Speakers on a multi-university / location tour

- If a speaker is touring and / or has a history of attracting media attention, this may need a more detailed evaluation.

These kinds of speakers take us longer to evaluate as they require the Union and university to complete a thorough evaluation and assessment to make sure your event can go ahead safely.

What information do I need to provide when requesting an external speaker?

You must complete the Union events form in full, any missing information will mean it gets sent back to you and the process does not start until we have all the information we need.

What links do I need to submit for each speaker I'd like to invite? ... And what do I do if the speaker does not have any social media or online presence?

For each speaker you'd like to invite, you typically need to submit links that provide information about their background, previous speaking engagements, and any relevant media coverage. This can include:

1. **Official Website:** A link to the speaker's professional website or biography.
2. **Media Articles:** Links to news articles or interviews that feature the speaker.
3. **Publications:** Any relevant publications or papers authored by the speaker.
4. **Social Media Profiles:** If applicable, links to their social media accounts (e.g., Twitter, LinkedIn).

If the speaker does not have any social media or online presence, you can still proceed by providing as much information as possible through other means. This could include:

- A detailed biography or CV of the speaker.
- References or testimonials from previous events they've participated in.
- Any available contact information for further inquiries about their background.

What happens if I don't self-refer a speaker when I need to?

If you do not self-refer when one or more of the stated criteria apply, the Union may postpone or cancel your event.

Do I need to submit an event form for inviting a speaker who is a lecturer at City St George's?

Yes, you still need to submit an events form but the speaker would not need to be evaluated by the Union or university as they are an employee of the university.

Do I need to submit an event form to invite a speaker who is a member of staff at St George's Hospital / NHS Trust?

Yes, you need to submit an events form and details of the person you are inviting to speak at your event.

My speaker graduated from City St George's last year, do they count as an external speaker?

Yes, you would need to submit an events form and their details.

What happens if another society invited the speaker we want to use in the last academic year?

You still need to submit an events form and the details of the person you are inviting. We have to reevaluate external speakers regularly to ensure we understand their current position and potential requirement to be referred for further evaluation.

What happens during the 15 working days (3 weeks) after I submit my request to the Union?

Once we receive all required information about your event, we will collaborate with you and the university to evaluate and determine what things need to be put in place for the event to go ahead safely.

Behind the scenes there are multiple people involved in every submitted events form, including our Welcome Desk team, our Communities Team and various teams from the university which include room booking, security and student support.

How will my proposed external speaker be evaluated?

The Union will complete an initial check of the speaker's background by using the links you provide; they will also run an internet search to find additional links and information to see if they meet the criteria for referral. If they do not meet the criteria then the event is moved to the next stage of approval, such as room booking and security notification, and you should receive an update in writing.

If a speaker has been referred the Union will complete a more in-depth evaluation and determine what regulatory steps need to be put in place for the event to go ahead. Once the Union has completed its checks and recommendation it is sent over to the university so they can start their evaluation. Most of the time there is agreement on the regulatory steps, however if this is not the case then a meeting between the university and Union is called to agree on the steps you will need to put in place so your event can go ahead.

What are my responsibilities as the event organiser when I invite an external speaker?

Event organisers must send the speaker the '[External Speaker's Briefing](#)', ensure that they agree to the University's Code of Practice on Freedom of Speech and adheres to all relevant laws and Union policies. This includes not inciting hatred or promoting extremism.

Can our invited speaker record their talk for use on their website / social media?

Yes, see our Guidance for Recording Events in Appendix E

Our speaker has requested to bring their own security team with them, is this allowed?

If you speaker requests this then always start by notifying the Union.

If the speaker's request for their own security aligns with the Union's assessment of the event's risk, it could be considered. However, it's essential to coordinate with the Union to ensure that any security arrangements meet their requirements and do not conflict with existing protocols.

What happens if I don't follow the external speaker's policy for my event?

If you choose not to follow the policy, the Union reserves the right to cancel the event and you may be referred for disciplinary action by the Union and / or university.