

Procedures for the Approval of Speakers at Conferences¹ held on University Property

Please note that these procedures should be used for events managed by Warwick Conferences only. For other events, please refer to the appropriate link below:

- Students' Union (including Students' Union Societies), Student-Led and Institutional-Level Events
- Academic Departmental Events.

If you are uncertain which category your event falls in to, please email guestspeakers@warwick.ac.uk for guidance.

- (a) In order to discharge its legislative duties under the Education (No.2) Act 1986, the Human Rights Act 1998 and the Counter Terrorism and Security Act 2015, the University is required to conduct a risk assessment in respect of events on campus or University branded event off campus involving external speakers; in particular to ensure that the exercise of free speech remains within the law. The University's obligations in this regard are set out in Regulation 29: Freedom of Speech.
- (b) There is not a general expectation that requests for speakers at external conferences held on University-managed premises will require University-level approval. However, the member of Warwick Conferences staff responsible for processing the event booking (the 'booker') is required to carry out due-diligence on the client organisation or conference speaker (the 'client') and make an informed assessment of any potential risks, before the booking is confirmed with the client.
- (c) When carrying out due diligence the event booker should consider the following core questions:
 - Is there any reason to believe that the client may not be able to confirm that any speaker at its conference would be able to abide by the principles of freedom of speech as set out in University Regulation 29?
 - Has the client and/or any proposed conference speaker been refused permission to utilise the premises of an organisation, or attracted controversy when present at such?
 - Could the subject matter or title of the conference be perceived as controversial by members of the University community, the general public or other organisations utilising the venue at the same time as the booking in question?
 - Is there a possibility of a situation arising in which people might experience harassment, intimidation, verbal abuse, violence or damage to person or property?
- (d) Should the booker have any doubts or concerns in relation to the above, they should refer the matter to the Head of Conference Centres (for TCCs) and to the General Manager of Conference Park and Events (for Conference Park events), who will review the form in order to assess any potential risks.

¹ Including, but not limited to external, commercially-organised conferences, workshops and training events held in venues managed by Warwick Conferences.

- (e) The Operations Manager will give consideration to any concerns raised by the booker. Should they not be assured that any potential risk can be fully mitigated, they will refer the matter to the Registrar (or nominated representative) for a final decision.
- (f) The booker must ensure sufficient time for the Operations Manager to give consideration to any concerns, and for the University to review the request should the Operations Manager deem this necessary. If so, and where possible, the University must be notified of the speaker request in question at least three weeks prior to the event, to enable a full risk assessment to be conducted and any mitigating arrangements to be put in place.
- (g) The University reserves the right to cancel or prohibit any event or conference if the obligations or requirements as set out in Regulation 29 are not adhered to.