

Procedures for the Approval of External Speakers for Students' Union, Student-Led, and Institutional-Level Events

Please note that these procedures should be used for Students' Union (including Students' Union Societies), Student-Led and Institutional-Level events only. For other events, please refer to the appropriate link below:

- Academic Departmental Events
- Events Managed by Warwick Conferences

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) Organisers of events involving external speakers encompassed by these obligations, must complete and submit the [External Speaker Request Form](#) at least three weeks prior to the event taking place. The event must not be confirmed with the guest speaker until approval has been received from the University or the Students' Union.
- (c) The principal event organiser's responsibilities with regards to ensuring that the event will proceed in accordance with the principles set out in Regulation 29, are detailed on the External Speaker Request Form. By signing and submitting the form, the organiser is declaring that they have read, understood, and agreed to adhere to these requirements.
- (d) On receipt of the form, the University and Students' Union will carry out a risk assessment based on the information provided therein.
- (e) If, based on the information provided on the form, the University or Students' Union (as detailed in point (d) above) is not assured that the event will be able to take place in a safe and lawful manner, and/or a tolerant and productive environment for discussion and debate will be provided, the request will be referred to the Registrar or a nominated representative for a final decision.
- (f) The University and the Students' Union reserves the right to cancel or prohibit any event with an external speaker if the requirements set out on the External Speaker Request form are not adhered to; or if the relevant health, safety and security procedures are not followed; or if any risks associated with the event cannot be adequately managed.
- (g) The University or Students' Union reserves the right to cancel or prohibit any event or conference if the obligations or requirements as set out in Regulation 29 or the Students' Union's external speakers' policy (as amended from time to time) are not adhered to.