

EXTERNAL SPEAKERS

Please note that this is not the external speakers policy, it is a supplementary guide on how to bring external speakers onto campus. For more detail and context please refer to the full policy.

If you are a student or SU Staff member wanting to bring an external speaker onto campus, you ought to follow the following procedure:

Step One:

Submit a request in writing at least 10 Working Days before the event, or 20 working days if the event is expected to attract over 200 attendees. This should include: ·

- Event purpose, format, date/time, expected audience size and profile;
- Speaker(s) full names, affiliations, biographies, and topic/outline;
- Whether the event will be ticketed/public, recorded/streamed;
- Proposed chair/moderator;
- Any known sensitivities (e.g., likely counter-protests) and previous relevant controversies;
- Accessibility needs and welfare considerations.

Step Two:

The Managing Director of the SU, or a delegate of the Managing Director will complete an assessment of the request, by looking at several factors such as potential for unlawful speech or safeguarding considerations (non-exhaustive). They will provide you with an outcome within 5 working days, and there are three possible outcomes at this stage.

Approval - there may be conditions to the approval such as changes to the running of the event or security (non exhaustive). Organisers must follow the conditions outlined.

Deferral - the Managing Director may need more time to make a decision, in which case they can defer for consultation

Rejection - the Managing Director can reject the request and needs to provide written reasons grounded in law and policy

When the speaker is approved but may require additional security, or they are not approved on grounds relating to opinions, beliefs or association, NASU must also make a formal referral to the University. After consultation with the University has taken place, the Managing Director re-considers the decision.

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Appeals

If you are dissatisfied with the outcome, you have the following appeal and complaint mechanisms available to you:

Internal Review - must be requested within 10 working days of the decision, setting out grounds. The SU Trustee Panel will determine the review within 15 working days where practical

Office for Students Free Speech Complaints Scheme - eligible individuals may also pursue the OfS free speech complaints route, subject to its scope and admissibility rules

University Processes - if the University has made or directed a decision, relevant University processes may apply

Cost

Where additional costs are necessary, such as for security or stewarding, and where reasonable, they may have to be covered by the Society and may require a paid ticket attached to the event.