

## External Speaker FAQs

### Why do I need to complete an External Speaker Booking Form?

You must complete the form for UWE Bristol to comply with the legislation required by all Higher Education Institutions in England as part of their implementation of the [Prevent Duty](#).

### What is Prevent Duty?

Government legislation has placed a statutory duty on Higher Education institutions to have "due regard to the need to prevent people from being drawn into terrorism".

The legislation, known as the [Prevent Duty](#), applies to all kinds of extremism related to any ideology. The objective is to safeguard individuals from being radicalised and drawn into terrorism.

### How long does it take to complete an External Speaker Booking Form?

The form takes minutes to complete and is simple. If you don't know much about the speaker, it is advisable to complete some research before completing the form, so you can risk assess them correctly.

### How do I complete an External Speaker Booking Form?

There are two ways to complete an assessment for an external speaker:

#### 1. Room Bookings

When [booking university facilities](#), you will be asked if you are inviting an external speaker. Where this is the case, you will need to answer four questions which will enable an initial risk assessment to take place (questions below):

Question 1: Is the proposed speaker or event a political or religious figure or topic??

Question 2: Could the speaker be seen as a controversial figure?

Question 3: Could the topic of the event be seen as controversial?

Question 4: Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the Freedom of Speech Policy?

If no risk is highlighted for the event, it will be allowed to proceed with no further action.

If a risk is highlighted, more information will be sought from the event organiser. The objective will be to facilitate the event but to ensure it can take place safely.

#### 2. Teaching

Academics bringing external speakers into the University may use the [External Speaker Booking Form](#).

This form asks the four questions above, if any are answered as yes, a further three questions will be asked, and a full risk assessment form will be sent to you by the Future Students, Communications and Marketing Events Team for completion.

Question 5: Will the event be open to the general public?

Question 6: Will be the event be broadcast, streamed or offered for download by the organisers?

Question 7: Is there a likelihood that any person at the event might experience harassment, intimidation, verbal abuse or physical violence?

**If a risk is highlighted, what measures might I have to put in place for the event to go ahead?**

- Request submission of the speeches in advance of the event;
- Place a limit on attendees or to whom it is advertised/accessible to (i.e.. University audience or open to the general public);
- Seek declaration of attendees in advance of the event;
- Request stewards be provided by the organisers;
- Ensure a presence of a Duty Manager of the University and/or the Students' Union at UWE to ensure good order;
- Ensure a presence of University Security to ensure good order.
- Place a limitation on what attendees may bring to a venue, which may include banning food or drink or anything that could be used as a potential weapon;
- Bag searches and ID checks;
- Place a ban on banners, flags, placards or similar items being allowed into a venue and its immediate surroundings;
- Alter the proceedings of the meeting and/or its facilitation, such as appointing an alternative Chair;
- Reserve the right to input into communications about the event (before and after);  
Cancel, prohibit or delay at any time

**When shall I complete the External Speaker Booking Form?**

You should complete the form at least 14 days in advance of the event taking place, however if an event or speaker are potentially high risk, organisers should allow the University 21 days' notice in order to ensure there is adequate time to plan for the event.

**Who do I contact if I need to speak to someone about the form or process?**

You can email [events@uwe.ac.uk](mailto:events@uwe.ac.uk) or phone 0117 32 86593.

**I haven't yet completed the External Speaker Booking Form; can I promote my event?**

No, under no circumstances should an event be advertised or take place if the External Speaker Policy and process has not been followed or an event has not been approved. Failure to comply with the External Speaker policy may result in the room booking being cancelled and the organiser may be subject to formal action under the University's normal disciplinary processes.

**How long will it take for my event to be approved?**

If there is no risk highlighted, your event will automatically be approved, if there is a risk highlighted, we will aim to respond to all requests within 5 working days.

**I am organising an event at the last minute, can it still go ahead if it falls outside of the specified timescales?**

There might be occasions where opportunities for speakers arise at short notice or situations are fast changing. Where it has not been possible to follow the processes in the defined timescale, the University will still consider late bookings and accommodate where possible but cannot commit to agreeing bookings outside of the specified timescales.

**Do I need to complete the External Speaker Booking Form if I am organising a staff/student network event?**

If there is no formal external speaker and it is just a discussion, you do not need to complete the form. Only if you have assigned an external key speaker should you then complete the form.

**I am a staff member, and I am speaking at a staff/student network event, do I need to complete the External Speakers Policy?**

If you are speaking directly to an audience on a subject that is not related to your role at the University, then yes you do need to complete a form.

**I am running a training workshop with an external facilitator; do I need to complete the External Speaker Booking Form?**

You do not need to complete the form if you are running a training course or workshop.

**I am organising a religious ceremony which will be led by an individual external to UWE Bristol, do I need to complete the External Speaker Booking Form?**

If it is a regular religious ceremony, rather than a specific speaker event, there is no need to complete the booking form. For a religious service or prayer event to be set up as a regular event it would need to be sanctioned as appropriate anyway.

**Do I need a chair for my event?**

It is highly recommended to have a chair in place for all events, particularly if there are multiple speakers, however, the need depends on the format of the event. If the event is virtual, open to the public and platform functionality allows audience interaction and/or there is a Q&A where the questions are not moderated, then a chair is essential.

**If I am running a virtual event, what measures can I put in place to ensure there is no disruption?**

When running an online event please consider the following measures:

- a. Are attendees required to book onto the event?
- b. Can attendees be muted?
- c. Is there a chat function and will it be on for the event?
- d. Will questions be moderated before publishing?
- e. Can attendees be removed if required?
- f. Is there a chair managing the event?

**Is there anything else I need to do?**

It is the responsibility of the event organiser to ensure that all external speakers receive a copy of the [Guidelines for External Speakers](#) and the [Freedom of Speech Policy](#).