**REQUEST FOR EXTERNAL SPEAKERS TO ATTEND UNIVERSITY EVENTS**

**Before completing this form, please read the University’s** [**Freedom of Speech Code of Practice**](https://docs.gre.ac.uk/rep/vco/code-of-practice-for-the-booking-and-conduct-of-events)**.**

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| **Name of Event:** |  |
| **Date of Event:** |  |
| **Where the Event will be held:** | Avery Hill campus  Greenwich campus  Medway campus  Online event |
| **Type of space required:** | Lecture Theatre  Teaching Room  IT Lab  Online event |
| **Full name of Principal Organiser:** |  |
| **Department/Faculty/Directorate:** |  |
| **Full name, brief biography and contact details of External Speaker(s):** |  |
| **Nature/Theme/Subject of the Event and External Speaker(s) topics:** |  |
| **Number of those likely to attend:** |  |
| **Is the Event open to external participants?** | Yes  No |

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| **Declaration of Principal Organiser:**  As Principal Organiser, I confirm that I have read and briefed the External Speaker on the [Freedom of Speech Code of Practice](https://docs.gre.ac.uk/rep/vco/code-of-practice-for-the-booking-and-conduct-of-events) and have provided them with the Code of Practice.  Signature of Principal Organiser: Date: |
| **The Principal Organiser must obtain authorisation from the relevant Approving Officer (see 7.3 in the** [**Freedom of Speech Code of Practice**](https://www.gre.ac.uk/docs/rep/vco/code-of-practice-for-the-booking-and-conduct-of-events)**):**  Name of Approving Officer:  Signature of Approving Officer: Date: |
| Once the Approving Officer and Principal Organiser have signed this form, a pdf copy along with any other booking requirements should be sent to the relevant campus email address if a room booking is required:  [averyhillroombookings@gre.ac.uk](mailto:averyhillroombookings@gre.ac.uk)  [greenwichroombookings@gre.ac.uk](mailto:greenwichroombookings@gre.ac.uk)  [medwayroombookings@gre.ac.uk](mailto:medwayroombookings@gre.ac.uk)  Approval forms for online events should be retained by the GSU (student events) or by the Approving Officer in the Faculty/Directorate (staff events). |