**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.ukgreenwichroombookings@gre.ac.ukmedwayroombookings@gre.ac.ukApproval forms for online events should be retained by the GSU (student events) or by the Approving Officer in the Faculty/Directorate (staff events). |