

**Appendix B: External speaker referral submission form**

**Part 1**

Event Organizer Details:

Name:

Course/Department:

Contact Details (telephone number and email):

**Part 2**

Proposed Event Details:

Event Title:

Event Date:

Proposed/Booked Venue:

Event description (max 50 words):

**Part 3**

Target Audience (profile and size):

*Please indicate and give details if you believe the event will attract any groups or individuals that have previously been known to express views that may be in breach of the External Speaker Code of Conduct.*

**Part 4**

Proposed External Speaker(s):

*Please provide details, including links to biographical information; and clearly explain your concerns, including if you believe that any of your proposed speaker(s) have previously been prevented from taking part in an event at Central or an event/activity at another university or similar establishment. (Please add attachments with details where available.)*

**Part 5**

Please explain any mitigation you intend to put into place to address concerns/issues raised in Parts 3 and 4; this should include any measures that may be deemed necessary in order to protect the safety of (*inter alia*) the speaker themselves, the audience, and other members of Central’s community. (Risk assessment templates are available from MyCentral, but you may use any format):

*When complete, please save and submit to the EMG External Speaker Panel as an email attachment, sending to:* [*academic.registrar@cssd.ac.uk*](mailto:academic.registrar@cssd.ac.uk). *Please ensure that submission is made at least 3 weeks prior to the event.*