LAST UPDATED: OCTOBER 2022

University of Chester

**Code of Practice on Freedom of Expression and External Speakers External speaker referral submission form**

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| **Part 1: Event Organiser details:** |
| **Name:** |
| **Faculty/Department/CSU:** |
| **Contact details (tel no and email):** |

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| --- |
| **Part 2: Proposed event details:** |
| ***Proposed External Speaker(s):*** *Please include name, address, links to biographical information and give details if you believe that any proposed speaker has previously been prevented from taking part in an event at the University of Chester event/activity or an event/activity at another university or similar establishment.* |
| **Will they be bringing any guest(s) with them? If so, who?** |
| **Proposed event title:** |
| **Proposed event date:** |
| **Proposed/preferred venue:** |
| **Brief description of what the event will cover and entail (including event format):** |

When complete, please save and submit to the University Secretary as an email attachment, sending to [universitysecretary@chester.ac.uk.](mailto:universitysecretary@chester.ac.uk)

**…………………………………………………………………………………………………………………………………………………….…**

University Decision: Approval/ Rejection:

Signed by: …………………………………….

Name: …………………………………… Date: Escalation:

*(give details here of who this has been escalated to and the date)*

Signed by: …………………………………….

Name: …………………………………… Date: