

Plymouth University - External Speaker Referral Pro Forma (external use)

Contact Information

Principal organiser (name)	Click here to enter text.
Email address	Click here to enter text.
Phone No.	Click here to enter text.
Company / Organisation	Click here to enter text.

Event Information

Event name	Click here to enter text.
Description of event	Click here to enter text.
Date(s) of event(s)	Click here to enter text.
Location of event	Click here to enter text.

Speaker Details

Name	Organisation
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
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Risk Assessment Questions

Please answer **ALL** questions.

Should you require to enter additional information, please use Section B.

Q1	Will the event be open to the general public?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNSURE <input type="checkbox"/>
Q2	Will the external speaker be primarily speaking in a language other than English?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNSURE <input type="checkbox"/>
Q3	Will the event be broadcast, streamed or offered for download by the organisers?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNSURE <input type="checkbox"/>
Q4	Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the Guidance for External Speakers ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNSURE <input type="checkbox"/>
Q5	Has the speaker previously been prevented from speaking at Plymouth or another University or similar establishment, or previously been known to express views that may be in breach of the Guidance for External Speakers ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNSURE <input type="checkbox"/>
Q6	Is the subject matter or the speaker likely to attract protest, negative media coverage or otherwise be a potential threat to the reputation of Plymouth University?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNSURE <input type="checkbox"/>
Q7	Is there any possibility of a situation arising in which people might experience harassment, intimidation, verbal abuse or violence, or that those in attendance might be incited to engage in harassment, intimidation, verbal abuse or violence directed at others, as defined within law and within the University's policies governing bullying and harassment, either within the UK or abroad?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	UNSURE <input type="checkbox"/>

Section B – additional information

Click here to enter text.

Action Required

LOW RISK	<p>If the answer to ALL questions is NO.</p> <ul style="list-style-type: none">• Event organiser can confirm external speakers.• Send ALL external speakers a copy of the Guidance for External Speakers. <p>No further action is required.</p>
MEDIUM RISK	<p>If the answer to ANY question is UNCLEAR or, if the answer to Q1–3 is YES.</p> <ul style="list-style-type: none">• Event organiser must seek guidance from Plymouth University by emailing externalspeakers@plymouth.ac.uk.• Depending on potential risks involved, the outcome and support needed may vary.• Refer to External Speakers and Events Policy for further details, next steps and possible outcomes.
HIGH RISK	<p>If the answer to one or more of Q4–7 is YES.</p> <ul style="list-style-type: none">• Event organiser must seek guidance from Plymouth University by emailing externalspeakers@plymouth.ac.uk.• Refer to External Speakers and Events Policy for further details, next steps and possible outcomes.

Signatory Confirmation

Principal organiser	Click here to enter text.	Date	Click here to enter a date.
<p>As Principal Organiser, I confirm that:</p> <p><input type="checkbox"/> If approved, I will provide all external speakers with the Guidance for External Speakers.</p> <p><input type="checkbox"/> As Principal Organiser, I am aware that all costs associated with this event will be met within budget for the event.</p>			

Counter-Signed

Plymouth University	Click here to enter text.	Date	Click here to enter a date.
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If you have any questions about this form, require additional information or support please contact Plymouth University by email at externalspeakers@plymouth.ac.uk.