# **SU Room Booking Guest Speaker Form**

## If you are planning to host a Guest Speaker at one of your events, you must complete a Guest Speaker Form. For events taking place in the Students’ Union, please use this form and return it to [Societies@cardiff.ac.uk](mailto:Societies@cardiff.ac.uk). For events taking place in a University Building, you must include Guest Speaker information on your [Room Booking Form](http://www.cardiffstudents.com/venues/room-booking/university/).

## Please make sure you give at least 21 days’ notice for your event. This allows us to speak to the relevant University Departments and put measures in place, where necessary, to help us host your event. The Students’ Union and Cardiff University reserve the right to stop any event taking place on their properties if less than 21 days’ notice is given.

## Event Organiser Details

## Club or Society Name: Click here to enter Club or Society.

1. Name of Event Organiser**:** Click here to enter Event Organiser.

## Event Details

1. Proposed date: Click here to enter date.
2. Proposed venue: Click here to enter venue.
3. Proposed times:
   1. Start time: Click here to enter start time.
   2. End time: Click here to enter end time.
4. Proposed title: Click here to enter event title.
5. Proposed event topic(s):   
   Click here to enter topic(s).
6. Proposed event description:  
   Click here to enter event description.

## Proposed Speaker Details

1. Name of proposed speaker: Click here to enter speaker name.
2. Date of birth: Click here to enter Date of Birth.
3. Proposed speaker contact details:
   1. Phone Number: Click here to phone number.
   2. Email Address: Click here to email address.
4. Is the proposed speaker affiliated to any organisations? Yes  No   
   If yes, please provide details:   
   (include organisation name(s), nature of affiliation, short descriptions, etc.)  
   Click here to provide details.
5. Please provide a speaker biography:  
   (include past events/locations, etc.)  
   Click here to enter biography.

## Security Details

The Students’ Union has a responsibility to ensure the safety of its students. Answering “YES” to any of the following questions is unlikely to result in the cancellation of your event; instead, it will help us support your event effectively.

1. Would you reasonably expect the speaker or the topic of discussion to attract any protests?  
   Yes  No
2. Has there been disruption at events that have involved the same topic in the past?  
   Yes  No   
   If yes, please provide details: Click here to enter details.
3. Has the proposed speaker had issues at other venues in the past?  
   Yes  No   
   If yes, please provide details: Click here to enter details.
4. Has the speaker been refused permission to speak at other venues?  
   Yes  No   
   If yes, please provide details: Click here to enter details.
5. Is there information on open source research to the detriment of the speaker?  
   Yes  No   
   If yes, please provide details: Click here to enter details.
6. Is there a risk of the speaker’s attendance or subject of discussion (e.g. sex/gender, race, sexual orientation, disability) resulting in potentially raising an issue under the University’s equality policies?  
   Yes  No   
   If yes, please provide details: Click here to enter details.

For question [6], please consider the following:

* The potential for the **subject matter** or **the speaker** **to cause offence**. This may include criticism or negative language relating to an individual or groups based on protected characteristic (e.g. gender, sexual orientation, ethnicity, age, etc.) including ‘jokes’ or ‘banter’.
* The potential for the **speaker’s attendance** in itself **to cause offence** (because they are known for speaking publicly on topics that some individuals may find offensive). See the [Dignity at Work and Study Policy](https://intranet.cardiff.ac.uk/students/support-and-services/health-safety-wellbeing/dignity-at-work-and-study-policy) for further guidance. You may want to provide copies of relevant equality policies to the speaker.
* The potential for the **speaker** or **topic** to be found to be **“inciting hatred”** or **causing fear or alarm** to attendees to the wider University community.

1. Are there any identified security threats to the speaker?  
   Yes  No   
   If yes, please provide details: Click here to enter details.
2. Does the speaker come with his/her own protective security detail?  
   Yes  No   
   If yes, please provide details: Click here to enter details.
3. Are there any specific arrangements, requirements or restrictions relating to attendees that may result in equality issues being raised?  
   (e.g. gender segregated seating or attendance, attendees requiring level access, etc.)  
   Yes  No   
   If yes, please provide details: Click here to enter details.