



EXTERNAL SPEAKERS' BOOKING FORM

1. EVENT ORGANISER

Name of Event Organiser	
Email address	
Contact number	
Date of request	
Event Chair (if different from Organiser)	

2. EXTERNAL SPEAKER

Name of external speaker	
Organisation	
Have they spoken at the School before?	
Have they spoken at another Higher Education Institution before	

3. EVENT DETAILS

Date of event	
Start time	
End time	
What time will the external speaker(s) arrive and leave the School?	
Event Title and Subject Area	
How will the event be advertised? (Please note that the School may request to see advertising materials before they are issued)	
What publications or materials will be available to event attendees?	
How many people do you anticipate attending the event?	
Do any conditions apply to the event i.e. ticket only, open to the public etc.	
Is there any reason to believe that the event may cause disruption and what might this be?	
Are there any other concerns?	
Will members of the press, TV or radio be permitted to attend?	
Is the event being sponsored? If so, by whom? Will there be advertising at the event?	

Once completed, please submit this form to the Events team (email events@lshtm.ac.uk)