# EXTERNAL SPEAKERS’ BOOKING FORM

## 1. EVENT ORGANISER

<table>
<thead>
<tr>
<th>Name of Event Organiser</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Email address</td>
<td></td>
</tr>
<tr>
<td>Contact number</td>
<td></td>
</tr>
<tr>
<td>Date of request</td>
<td></td>
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<tr>
<td>Event Chair (if different from Organiser)</td>
<td></td>
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</tbody>
</table>

## 2. EXTERNAL SPEAKER

<table>
<thead>
<tr>
<th>Name of external speaker</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Organisation</td>
<td></td>
</tr>
<tr>
<td>Have they spoken at the School before?</td>
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<tr>
<td>Have they spoken at another Higher Education Institution before</td>
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</tbody>
</table>

## 3. EVENT DETAILS

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

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