

EXTERNAL SPEAKERS' PROCEDURE



1. INTRODUCTION

- 1.1 This procedure has been designed to support anyone at the School, staff or students, who wish to invite external speakers to the School. It is also intended for the Events Team and Room Booking Staff who receive external requests to hold events (including seminars) at the School. The procedure will help staff in those offices to ensure that the necessary checks have been undertaken before an event goes ahead.
- 1.2 The procedure also applies to School-branded events which take place off campus.
- 1.3 Prior to organising any event or inviting any external speaker to the School, staff must:
 - a) Read and comply with the School's Code of Practice on Free Speech.
 - b) Complete the External Speaker Booking Form and submit this to the Events Team (email events@lshtm.ac.uk).
- 1.4 Room Bookings Staff should forward any external booking requests to the Events Team for assessment prior to confirming any room booking.
- 1.5 There are three stages to the process:
 - a) Submission of external speaker request
 - b) Review of external speaker request
 - c) Communication of a decision about an external speaker

2. STAGE 1 – SUBMISSION OF SPEAKER REQUEST

- 2.1 Completion of External Speaker Booking Form as outlined in 1.2 above.
- 2.2 No event with an external speaker will be advertised until this has been approved by the Events Team.
- 2.3 All external speaker requests must be submitted at least **6 weeks** before the proposed event date. Bookings submitted later than this will not be authorised except in exceptional circumstances as approved by the Chief Operating Officer or Secretary and Registrar. The Events Team will notify the Event Host whether or not the request has been approved.
- 2.4 If the nature of the booking changes after approval, the Events Team must be notified immediately of the changes by the Event Host. The School reserves the right to cancel an event if further information emerges about the proposed event which may be in breach of the School's Code of Practice on Free Speech.

3. STAGE 2 – REVIEW OF SPEAKER REQUEST

- 3.1 The request will be reviewed by the Events Team which will involve consideration of the full legal context as outlined in part 1 of the Universities UK (UUK) guidance on External Speakers in Higher Education Institutions available at the following link: <http://bit.ly/2G2sHtc>
- 3.2 The majority of external speaker requests may be straightforward, but others may require more in-depth assessment and Event Hosts may be contacted to provide further information. External Speaker Events will be reviewed in accordance with the list in **Appendix A**.
- 3.3 Where the request is more complex or deemed to be higher risk, the Events Team will consult with the Chief Operating Officer or School Secretary if necessary.
- 3.4 The three decisions that will be reached in reviewing the external speaker request are:
- a) Request approved
 - b) Request approved with conditions (see 3.5)
 - c) Request rejected
- 3.5 Events involving external speaker(s) where risks have been identified, may still be allowed to proceed as long as mitigating factors have been identified and addressed. A list of possible mitigating actions is outlined in **Appendix B**.

4. STAGE 3 – COMMUNICATION OF DECISION

- 4.1 Decisions on External Speakers will be communicated to the Event Host as listed on the External Speaker Booking Form by the Events Team. If the request has been declined, the reason(s) for this will be provided to the Principal Organiser.
- 4.2 The response will be communicated within **10 working days** of the request being received and will include any conditions that apply to the event.
- 4.3 The Events Team will send an electronic copy of the Code of Practice on Free Speech to the invited speakers(s) or Event Host, who should pass this on to the external speaker(s). They will be required to confirm in writing/email that they understand and will abide by the Code of Practice.
- 4.4 The Event Host and the External Speaker(s) will be informed that the School has the right to amend this decision in light of new information or material changes to the planned event.

5. INFORMATION SHARING

- 5.1 Where it is deemed necessary to share information about external speakers with other institutions or with the police, this will only be permissible in accordance with the terms of the Data Protection Act 1998.
- 5.2 The School may share information about speakers and events with other providers (including other authorities and the police) where this is absolutely necessary and there are very good

grounds for believing that a breach of the law may take/have taken place.

6. APPEALS PROCEDURE

- 6.1 The Events Host or the External Speaker has the right to appeal the decision to the School's Secretary and Registrar in writing, explaining the grounds for the appeal.
- 6.2 The appeal must be submitted to the School Secretary and Registrar within **5 working days** of receiving official notice that the external speaker cannot attend the event.
- 6.3 The Appeal can be made on one of the following grounds:
 - a) The School has not followed its procedure
 - b) Further information, which could alter the original decision taken
- 6.4 The School Secretary and Registrar's decision is final. The Secretary and Registrar will provide a report to Senate for information, reporting any refusals or conditional approvals.

APPENDIX A

When planning your event, these are some of the issues that you need to consider. If you have any queries, please contact the Events Team (events@lshtm.ac.uk). These areas will be considered when assessing external speaker requests. These are taken from the UUK guidance on External Speakers in Higher Education Institutions available at the following link:

<http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/external-speakers-in-higher-education-institutions.aspx>

- a) Does the proposed speaker have links to or represent a proscribed terrorist group or organisation (as per the Home Office list here: <https://www.gov.uk> listed as 'Proscribed Terrorist Groups or Organisations' or feature on the HM Treasury's list of organisations subject to government sanctions: (<https://www.gov.uk> listed as 'Consolidated List of Financial Sanctions Targets in the UK')
- b) What is the topic of the event? Is the event title or subject matter likely to be controversial or cause distress to anyone? Will both sides of the argument be presented? Has an event been run on this topic by the university previously?
- c) Who is chairing the meeting? Are they sufficiently qualified to provide balance and challenge during the event? What is their stance on the topic under discussion and is this likely to impact the smooth running of the event?
- d) Has the speaker spoken at the institution or another higher education institution previously? What is known about him or her? Are there grounds to suspect that the individual may speak outside the parameters of the law?
- e) Will hosting the speaker have public order implications, risk injury to attendees or damage to university or any other property? Is there the potential for serious health and safety issues to arise? Is it likely that the presence of the speaker will prompt protests?
- f) Who is attending the event? Is it restricted to staff and students of the institution only or will it be open to the public? Is it likely that the presence of the speaker will prompt specific groups or individuals to attend the event?
- g) What security provisions are in place? Are these sufficient? Will sufficient security staff be available?
- h) Will hosting the speaker have reputational risks for the institution? Is the event likely to attract media attention and if so how can the university manage this effectively?
- i) Has the speaker agreed to abide by the School's Code of Practice on Free Speech?
- j) What materials will be available at the event (e.g. leaflets, DVDs, CDs, memory sticks)?

APPENDIX B

This list will be used by the Events Team when reviewing events involving external speakers where there a risk has been identified. These are taken from the UUK guidance on External Speakers in Higher Education Institutions available at the following link:

<http://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/external-speakers-in-higher-education-institutions.aspx>

This list is not exhaustive and any other actions should be discussed with the Events Team:

- a) Varying the time and location of the event from the original plan
- b) Approving a request on the condition that a particular individual chairs the event
- c) Making the event: ticketed only or specifying that attendees must show valid ID
- d) Opening the event up to the general public
- e) Requesting an advance copy of the guest list for review before the event takes place
- f) Placing restrictions on the numbers able to attend or restricting the event to university staff and students only
- g) Enhancing security arrangements including possible police attendance, minimum number of stewards
- h) Imposing conditions on how the event is advertised (e.g. promotional material to contain translations if in a language not understood by university staff)
- i) Mandatory attendance of specified senior university representatives to maintain order
- j) Making a translator available to university staff attending the event
- k) Refusing admission to media representatives (press, radio, television)
- l) Restricting the display of banners or placards at the event and its immediate surrounds
- m) Restricting the sale of alcohol or consumption of food at the event
- n) Imposing conditions on how the event is run in relation to specific requests such as a request to segregate the audience
- o) Imposing special arrangements on how the event or meeting is chaired
- p) Requesting a script or précis from the speaker outlining what they intend to say and requiring them to sign an undertaking acknowledging that their speech will be terminated if they deviate from it
- q) Briefing the chair in advance of the event, making clear that they have a responsibility to ensure that no speaker or other person present at the event infringes the law; this briefing could highlight the circumstances under which they must stop the event, issue warnings to participants on their conduct or request the withdrawal or removal by stewards (or the police if necessary) of the person(s) concerned

- r) Requiring invited speaker(s) to confirm that they will abide by the university's values or good campus relations policy or providing speakers with a copy of such documents
- s) Clearly stating at the start of the event that the speakers and audience must act in accordance with the law
- t) Restricting what materials are available at the event (CDs, DVDs, leaflets, memory sticks)

<u>Version</u>	<u>Date</u>	<u>Author/Reviewer</u>	<u>Notes</u>
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