

External Speaker Request Form

An External Speaker Request Form must be completed for all events or lectures on LSBU premises or its subsidiaries, as well as any LSBU or London South Bank University Student Union affiliated, funded or branded event held off-site, where external speakers are intended to participate. If you wish to invite an external speaker, please fill in all fields and all details and email your completed form to the relevant area:

- Relevant Dean of School for lectures or teaching-related activity and school events (i.e. any event that is being organised by a staff member affiliated with the school)
- Corporate Events Team for all events that are not considered day-to-day teaching activity or school events: events@lsbu.ac.uk.
- Relevant Head of Service for Research Enterprise and Innovation activities
- Student Union Booking Team events@lsbsu.ac.uk for events associated with the Student Union.

Forms should be submitted at least 14 days prior to the event. The request must be approved before the event can take place.

Event owner or Course Director	
Email Address and telephone no	
Title of event or lecture	
Date and time	
Is the event open to the public (including students from other universities)	
Is the event advertised externally. If so – where ? (web address, social media site etc)	
Is the event on or off campus	
Description of what the event or lecture will cover and entail	
Name of Guest Speaker, inc organisation and names of any guests they will be bringing with them	
Speakers current post held	
Time of arrival and departure	
Information on the speaker and any guests, eg general background, organisations they are linked, and published work and websites.	
Speaker's Email Address and telephone number	

This form has been produced in conjunction with LSBU's External Speaker Policy to meet the University's duties under the Government's *Prevent* strategy.

<https://www.gov.uk/government/publications/prevent-duty-guidance>