

## EXTERNAL SPEAKER LOCAL ASSESSMENT FORM

This form must be completed when you know who the external speaker(s) for your event is/are and before you confirm the booking:

Name(s) of the External Speakers

Contact Details for the External Speaker(s)

Address:

Tel No:

Email:

1	To the best of your knowledge has the speaker previously been prevented from speaking at the Courtauld or another University or similar establishment or previously been known to express views that may be in breach of the External Speaker Code of Conduct	Yes/No (please delete as appropriate)
2	Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct?	Yes/No (please delete as appropriate)
3	Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?	Yes/No (please delete as appropriate)

As the event organiser I understand that this form must be submitted normally 10 working days prior to the event. I have read and complied with the Policy on External Speakers.

I understand that the Courtauld may review its decision if further information emerges about the proposed event.

Name:

Staff/Student Union/ Research Forum/Public Programme (please delete as necessary)

Signature:

Date:

If the answers to these questions are NO please book your external speaker in the usual way and send them a copy of the External Speakers Code of Conduct.

Please return this form to the Research Forum/ Public Programmes or the Student Union as appropriate.

**If the answer to any of these questions is YES please send this form and the event proforma to either the Dean and Deputy Director or the Head of Research (for Research Events)**

**If you are unclear about these questions please contact either the Head of Research or the Dean and Deputy Director.**