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**What is a Guest Speaker?**

A Guest Speaker is someone external from the University of Bolton invited to give a talk at an event. This means they are not a current staff member or student at the University. The person is visiting as a guest to talk at your event.

You may decide to host a conference or workshop or invite a specialist in an industry to give a talk. You might host an event to raise awareness around a topic or invite someone to attend a debate with your members. In any circumstance whereby you invite an external person to talk with your members on campus, you must follow the procedures set out in this guide.

**Guest Speaker Timeline**

**Minimum 4 weeks before your proposed event**

Submit an Activities Request Form together with Section One of the Guest Speaker Request Form to the Societies and Events Coordinator via email

**Please note**: If the Guest Speaker form is rejected you will be notified with a reason via Societies and Events Coordinator via email

email

Section One is approved

Send Provisional Invite to Guest Speaker

Section Two filled in and returned to SU

**Please note**: If the Guest Speaker form is rejected you will be notified with a reason via Societies and Events Coordinator via email

email

Approval/Rejection will be given within 5 working days

If Guest Speaker approved, official invite can be sent.

Make sure that parking is booked with the Societies and Events Coordinator 2 weeks in advance of the event

**Guest Speaker Request Form**

This form can be found on the website at Boltonsu.com/societies or you can call into the office and collect a hard copy. This form was created by the Students’ Union to ensure that societies can host Guest Speakers whilst remaining in agreement with the University Code of Practice mentioned on Page 4. **The form must be completed using the timeline information on page 2 and submitted a minimum of 4 weeks prior to the proposed event.**

Please note that if you want more than one Guest Speaker at your event, each Guest Speaker needs their own form.

**Changes to the Guest Speaker Request Form Explained!**

The layout of the Guest Speaker Form has changed and now has two sections that both need approval.

* **Step one** - Fill in Society Details and Section One of the Guest Speaker Form and submit to the Societies and Events Coordinator via email.

Section One will be looked at and checks into the Guest Speaker will take place. Societies will be notified via email whether the request ihas been approved or rejected. If approved Societies can then complete Section Two.

* **Step two** - Fill in Section Two of the Guest Speaker form and submit to the Societies and Events Coordinator via email.

Section Two will be look at and additional checks will be carried out if required.

* You will be informed via email within 5 working days of the SU receiving your form if your Guest Speaker has been approved.

**What will happen if the Guest Speaker Request Form is rejected**

The Societies and Events Coordinator will contact you by email and explain why your Guest Speaker Form has been rejected. Below are reasons why your form could be rejected;

* The Guest Speaker Request Form has been submitted too late (under 4 weeks prior to the date of the proposed event).
* Not enough information has been given about the Guest Speaker – Societies and Events Coordinator will follow up before a rejection is given.

**University of Bolton Policy**

The University has a **Code of Practice Relating to Freedom of Speech and Meetings on University Premises** which states which practices and procedures should be followed in circumstances when an external person speaks at a University event on campus. This can be found in full online at <https://www.bolton.ac.uk/assets/Uploads/Code-of-Practice-Relating-to-Freedom-of-Speech-and-Meetings-on-University-Premises-2021-22.pdf> or you can grab a hard copy from the SU office. The reason for the policy is to ensure that ‘*the University takes such steps as are reasonably practicale to ensure that freedom of speech within the law is secured for members, students, and employees and for visiting speakers’* as the Education Act 1986 dictates. This means that the University must ensure that students have a safe platform on campus to have discussions and freedom of speech should be allowed and promoted wherever possible. All Universities in the UK have similar policies and it applies to anyone hosting a guest speaker on campus.

It is recommended that all societies that wish to host a guest speaker read the policy.

The law protects the rights of members of the University to engage in debate and argument about social, political, religious, economic and scientific ideas, provided that the views expressed are not contrary to civil and criminal law. The University is not required to provide platform for activity, for example, which:

* Is defamatory.
* Is in contempt of court.
* Could lead to violence, disorder or breach of the peace.
* Incited racial or religious hatred.
* Encourages terrorism.

The University is under no legal obligation to allow meetings to be held on University premises which are open to members of the public. Meetings held on University premises shall not be open to those who are not members or employees of the University except by named invitations proposed by the organiser and approved in writing by the Registrar before such invitations are sent out.

**Reasonable grounds for refusal of a Guest Speaker shall include but are not limited to:**

* Where there is reasonable belief that a breach of the civil or criminal law may be committed.
* Those that are in direct support of an organisation whose aims and objectives are illegal.
* Where views to be expressed constitute views that risk drawing people into terrorism or are shared by terrorist groups.
* Which give rise to a breach of the peace.

The following is an indicative list of circumstances which might give rise to apprehension that the above may occur;

**Where the subject matter of the meeting or activity (whole or in part) includes:**

* Animal experimentation.
* Immigration or national policy.
* The supposed superiority or otherwise of racial/ethnic/religious groupings.
* Blood sports.
* Genocide.
* A current or recent war or revolution.
* Sexual abuse of children or paedophilia.
* Abortion.
* Drugs policy.
* Terrorism and/or violent extremism.
* Other local or national controversial matters.

**When the Guest Speaker is:**

* Any current Member of the House of Commons or Lords.
* A present or former representative of any political party which has put forward canditates at a British or Irish election in the last 20 years.
* Any member of a British or an overseas Royal family.
* Any diplomat or the representative of a foreign power.
* Any person who has previously been prevented from delivering a speech or whose presence has threatened a breach of the peace at the University of any other Higher Education Institution.
* Any other religious cleric or representative.

**University Registrar Referral**

A Guest Speaker request may be referred to the University Registrar in cases where the Students’ Union and/or Chaplaincy are unsure. In some cases the Registrar may approve the request on certain conditions such as:

* Requirement to issues tickets.
* Availability of stewards or security staff.
* Admission or exclusion of the press, television or broadcasting personnel.

**Guest Speakers at Religious Events**

In cases where the event has a religious aspect you will need to complete an **Invitation for Guest External Speaker/Group Leader to a meeting/event held in the Chaplaincy**. This form, created by the Chaplaincy of the University, can be found on the website at Boltonsu.com/societies or call into the SU office to collect a hard copy. The form was created by the Chaplaincy to ensure that societies can host a Guest Speaker whilst remaining in agreement with the University’s Code of Practice mentioned on page 4. The form must be completed by the event organiser and submitted a **minimum of** **4 weeks prior to the proposed event.** All parts of the form must be completed in full. It is also helpful to share with us any information on previous talks or articles the proposed Guest Speaker is associated with.

Once submitted, the form will then be sent to the Chaplaincy to be approved by the Chaplain with the support of the relevant local multi-faith leaders. Once approved you will be notified.

**Guest Speaker Requirements**

Once your Guest Speaker request has been approved, please consider the following:

**Carpark Space on Campus**

If your Guest Speaker requires a carpark space, please email the Societies and Events Coordinator at least **2 weeks in advance** of the event.

**Refreshments**

If you intend to offer refreshments, please complete the Expenditure Request Form available online or from the Societies and Events Coordinator.

Please submit this form at least **4 weeks in advance** of the event. If the society does not have the required funds in its account, please speak to the Societies and Events Coordinator.

**Room Use**

Rooms used for meetings or activities must be left in a clean and tidy condition; the society may incur a charge for any additional cleaning or repair.

**Remember,** if you need any advice about inviting external Guest Speakers to your event on campus, please contact the Societies and Events Coordinator;

**Email:**  [t.brocklehurst@bolton.ac.uk](mailto:t.brocklehurst@bolton.ac.uk) **Extension:** 6862