

External Speaker Process

We want all our Societies to run effective inspirational and fun events. Sometimes this will mean bringing an external speaker to talk to your group. Please follow the process below if you wish to do so.

7 Golden Rules:

1. We need 4 weeks' notice of your external speaker prior to your event, to ensure we have time to check and approve it for you.
2. 4 weeks' notice is required for any external speaker on campus, anything within this time frame may be refused.
3. Please inform us of the external speakers through the Room Booking form on our website
4. We will try to do this as quickly as possible, but this is why you must give us 4 weeks' notice.
5. let us know if you think the speaker may cause some controversy
6. Once approved we will inform our reception team to go ahead with your booking.
7. We will keep a record of the speaker and the society who has organised the event so we can make the process as smooth as possible for future events.