



opportunities, wider legal duties (such as health and safety) or potential breach of the peace.

3.3 The Event Organiser (normally a member of staff or a student) is accountable and has responsibility for ensuring their external speaker event is planned, managed and run in
The Event Organiser is responsible for consulting with Estates on safety matters.

3.4 Members of staff or students may be subject to disciplinary action in cases where non-compliance with this policy is identified.

4. Booking An External Speaker

4.1 Anyone organising an event as described above must follow the External Speaker Booking Process detailed below **before** booking the speaker(s).

4.2 The majority of external speaker requests should be straightforward and can be handled entirely at a local (departmental) level. In these cases, following the steps outlined in the "Local assessment of proposed external speaker(s)" below will suffice.

4.3 However, some requests may be complex and may require referral for further consideration. The referral process will only apply in a minority of circumstances to events or speakers deemed to be higher-risk.

4.4 Should the scope of the event change **after** booking the speaker that would make the event higher risk, it is the responsibility of the Event Organiser to relay this information to the Chief Student Officer / Academic Registrar without undue delay.

4.5 The University has the right to cancel the event should they become aware of information which would be in breach of policy.

5. Local Assessment of Proposed External Speaker(s)

5.1 Prior to the confirmation of any external speaker, the event organiser will be responsible for assessing the speaker against the following set of questions:

Question 1: Has the speaker previously been prevented from speaking at Lincoln, another University or similar establishment or previously been known to express views that may be in breach of the External Speaker Policy and Code of Conduct?

Question 2: Does the proposed title or theme of the event present a potential risk 8(t)-4(he)14()-(R)5(r1 1 1 45



prevented from carrying out the work in question, by reason of their immigration status.



