UCFB|GIS*
External Speaker Policy

Owner:	Director of Student and Academic Services
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*UCFB and GIS are trading names of University Campus of Football Business Limited

1.   Introduction

1.1.   UCFB|GIS (the 'institution') prides itself as an institution that regularly welcomes visiting speakers to its campuses. Our students regularly have the opportunity to hear from leading figures in the sports and business world as part of the Careers and Employability offer at UCFB |GIS.

1.2.   Such speakers bring great diversity of experience, insight and opinion, enriching our events and activities and sparking discussion and debate amongst our students.

2.   Purpose

2.1. |

5. Definition

5.1. An 'external speaker' or 'visitor' is used to describe any individual or organisation who is not a student or staff member of UCFB |GIS, or one of its contracted

- x https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2/proscribed-terrorist-groups-or-organisations-accessible-version
- x Talks by organisations generally considered to be extremist
- x Any speaker who is known to have spoken previously at another institution on a topic that has caused fear or intimidation of students or staff
- x Any speaker accepted in mainstream reporting lines as being highly controversial
- x Any links to any person or group that has been connected with any controversy of a negative or positive nature and who has significant profile and attracts a following that could create crowd control and health and safety issues
- x Speakers from a political party during an election purdah.

7.   Managing external speakers and attendees

7.1.   It is the responsibility of the event organiser to ensure all procedures are put into place in order for an event to run smoothly on the day. This will include ensuring the external guest has a nominated person to meet and greet them on the day and that they have a positive experience when visiting the institution. The event organiser should also ensure rooms are booked and prepared for delivery and that any IT support is available.

7.2.   Management of attendees should also be considered and factored into any pre-planning and communication. This may include asking attendees to take their seats early for larger events in order to manage entry to the event.

7.3.   During the event all speakers and attendees are expected to act with civility,

- x Defame any person or organisation
- x Raise or gather funds for any external organisation without the express permission of UCFB |GIS.

8.3. The above list is not an exhaustive list of unacceptable behaviour; UCFB |GIS reserves the right to cancel or halt an event anytime if it feels there may be a breach of the External Speaker Policy or of any legal obligation or duty of care to our students or staff.

9. Referral Panel

9.1. The Referral Panel meets to consider any External Speaker requests which are not, or cannot, be signed off by a line manager or Course Leader. This may be because there are potential concerns regarding the external speaker in terms of