**REQUEST FOR EXTERNAL SPEAKERS AND/OR EXTERNAL VISITORS TO ATTEND UNIVERSITY EVENTS**

**Before completing this form, please read the University’s** [**Freedom of Expression Code of Practice**](https://docs.gre.ac.uk/rep/vco/code-of-practice-for-the-booking-and-conduct-of-events)**.**

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| **Name and Date of Event:** |  |
| **Where the event will be held:** | Avery Hill campus | Greenwich campus | Medway campus | Online event |
| **Type of space required:** | Lecture Theatre | Teaching Room | IT Lab | Online event |

|  |  |
| --- | --- |
| **Full name of Principal Organiser:**  | **Department/Faculty/Directorate:**  |
| **Full name/Brief Biography and Contact Details of External Speaker/s:** |
| **Nature/Theme/Subject of the Event; Speaker/s topics:** |
| **Number of those likely to attend:** |
| **Is the event open to external participants?** |

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| **Declaration of Principal Organiser:**As Principal Organiser, I confirm that I have read and briefed the External Speaker/Visitor(s) on the [Freedom of Expression Code of Practice](https://docs.gre.ac.uk/rep/vco/code-of-practice-for-the-booking-and-conduct-of-events) and have provided them with the Code of Practice.Signature of Principal Organiser: Date: |

**The Principal Organiser must obtain authorisation from the Approving Officer[[1]](#footnote-1):**

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| --- | --- | --- |
| **Name of Approving Officer:** | **Signature of Approving Officer:** |  **Date:** |

When the Approving Officer and Principal Organiser have signed this form, a pdf copy along with any other booking requirements should be sent to the relevant campus email address if a room booking is required:

averyhillroombookings@gre.ac.uk

greenwichroombookings@gre.ac.uk

medwayroombookings@gre.ac.uk

Approval forms for online events should be retained by the GSU (student events) or by the Approving Officer in the Faculty/Directorate (staff events).

1. For FLAS, FES and Business, the Approving Officer is the Faculty PVC; for FEHHS, the Faculty Operating Officer and Director of Student Experience are authorised to act as Approving Officers. For events organised by professional service directorates, the Approving Officer is the relevant director. The CEO or Deputy CEO of GSU or their nominees are the Approving Officers for student group events. [↑](#footnote-ref-1)