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**Guest Speaker Request Form**

Please read the Freedom of Speech and Expression Policy and our Guest Speaker Policy before you fill out this form. This form must be filled in on all occasions that you intend to use a guest speaker who will be either on or off our premises. **This form must be completed and emailed to engage@bpp.com at least 15 working days prior to your event date or it may have to be postponed or cancelled.**

**Society/Club Details**

Name of Society/Club:

Name and email address of organiser:

Student ID:

**Event Details**

Name of event:

Date, time, and location:

Is this an open or ticketed event?

Discussion Topic:

Expected number of attendees:

Are you likely to attract any media attention or have invited any news groups?

BPP promotes equality and diversity. Does your event foster good relations between different groups? Please confirm that you have considered if your event is mindful of this. For more information, please email inclusion@bpp.com. Yes/No – delete as appropriate

**Guest Speaker Information:**

Name:

Affiliation or Organisation:

Contact email:

Contact number:

Is this speaker seen as controversial in any way?

*If you would like to add another speaker please copy and paste the above Guest Speaker Information questions and answer appropriately.*

You **must not** advertise your event or confirm attendance with your speaker until this form has been emailed to engage@bpp.com and authorisation has been received by return email. The information provided in this form will be processed in accordance with BPP’s Privacy Policy (a copy of which is available at [www.bpp.com/privacy](http://www.bpp.com/privacy)).