

External

Speaker

Guide

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External Speaker Guide

At JMSU we want to encourage you to make the most of your time at university!

Please read further to find our guidance on how to organise and conduct events with speakers safely and responsibly. The full guidance and procedures can be found in the Events, External Speaker & Visitors Policy.

Events must be: -

- Inclusive for all members regardless of race, gender, sexual orientation, or religious beliefs.
- Considered safe for students and all in attendance.
- Conducted lawfully.

Some examples of previous speakers include academic experts or LJMU alumni, Politicians e.g., local MPs, live acts to collaborate on performances, charity representatives and campaigners

When do these guidelines apply?

This guide is to be used in reference to an event involving any guest which is classed as an external speaker. This means any individual or organisation that is not an existing student or staff member from JMSU or LJMU. This also includes guests who might be invited to speak but are not physically present i.e., pre-recorded speech.

Please note- this guidance must also be followed for events that are held off campus!

It is important to remember that the president of any student group has the ultimate responsibility to ensure events are conducted within the correct guidelines and protocols. If any committee members require further support with approving external speakers or organising events, we are more than happy to answer any questions you may have!

We are contactable by the details at the bottom of this guide.



Guidelines for External Speaker Events

- Events must not incite hatred, violence or encourage others to partake in law breaking actions.
- Events must not be seen to encourage, glorify or promote acts of terrorism.
- Events must not express content involving hatred or intolerance, including attempts to influence others with such ideologies.
- Events must operate within a framework of positive debate and challenge.
- Events are not permitted to raise or gather funds for any external organisations without permission from JMSU

When to get external speaker approval?

If your student group is planning an event with an external speaker, it is essential that you gain formal approval from JMSU before going ahead.

- Any activities involving external speakers must be processed for approval a **minimum of 4 weeks prior** to the event. So, try to get them in as early as possible so approved speakers can go ahead!
- Please note that any requests made outside of this time frame sadly will be rejected and all external speakers will not be permitted to collaborate on the event.
- Students are further advised to submit any request for a speaker that may be high risk at least 6 weeks prior to the proposed event.

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How to request approval?

Groups must submit a full and complete **external speaker form** within the timeframes outlined above. This includes an accurate date, time, and location for the planned event.

Approving Speakers - JMSU and LJMU will decide whether to approve a speaker based after conducting a risk assessment. Risk assessing speakers will involve different ways to gather information about external speakers e.g., social media, online content. If a request is low risk, the team at JMSU and our Executive Officers will aim to have approval communicated to the University by the following week.

Important things to consider: -

- No event involving any external speakers may be publicised or considered confirmed until the speaker has been approved by JMSU and LJMU.
- Events must comply with all guidelines and policy before going ahead and could be cancelled if certain procedures are not adhered to.
- Any attempt to conceal the full details of an external speaker or failure to disclose these could result in cancellation and the possibility of disciplinary action.
- Replacing external speakers will not usually be accepted, however this is handled on a case-by-case basis. So, if you have questions let us know as soon as you can!



What about High-Risk Speakers?

If a speaker is considered high risk, JMSU and LJMU will need enough time to investigate the speaker and prepare any regulatory steps which may be necessary for the event to proceed. Examples of high-risk factors include:

- Speakers linked to organisations of a political nature.
- Speakers involved in previous or current controversial.
- Speakers who are suspected to attract media attention
- Speakers with history issues involving events at other SU's or Universities

If there is not enough time to take necessary safeguarding measures, it is highly likely the speaker and event will be rejected on this basis.

Outcomes

You will be notified in writing with details of the outcome of your speaker request.

- An event may be fully approved, partially approved (based on amendments or security measures) or rejected.
- Different measurements taken to manage the risk of events and support them to go ahead may include practical steps such as filming, or a presence of security.
- We may also suggest structuring the event slightly differently, for instance allowing an opportunity for others to challenge certain views.

All outcomes will be communicated to you clearly and in advance and just let us know if you have any questions!

Academic Department Events

If you're part of an Academic Society, we want to encourage you to work closely with your department! You can approach your department for a signature on external speaker forms if the event is relevant to your department. However, if you are doing this, we will still need you to return a full, completed, and signed form to JMSU.

Thank you for taking the time to read these guidelines. We are more than happy to answer any further questions you may have on external speakers or event planning! Additionally, feel free to pop down or contact the team at JMSU if you need any more guidance. jmsusocieties@ljmu.ac.uk