

Kingston University External Speaker Request Form (Non KSU)

The Event Organiser must complete this form for any events involving an External Speaker which are being reported to the External Speakers Panel for a decision on whether the event can proceed. If there is more than one External Speaker for the event, a separate form must be completed for each speaker.

Please **do not** publicise the appearance of this speaker as attending your event, until approved by the University.

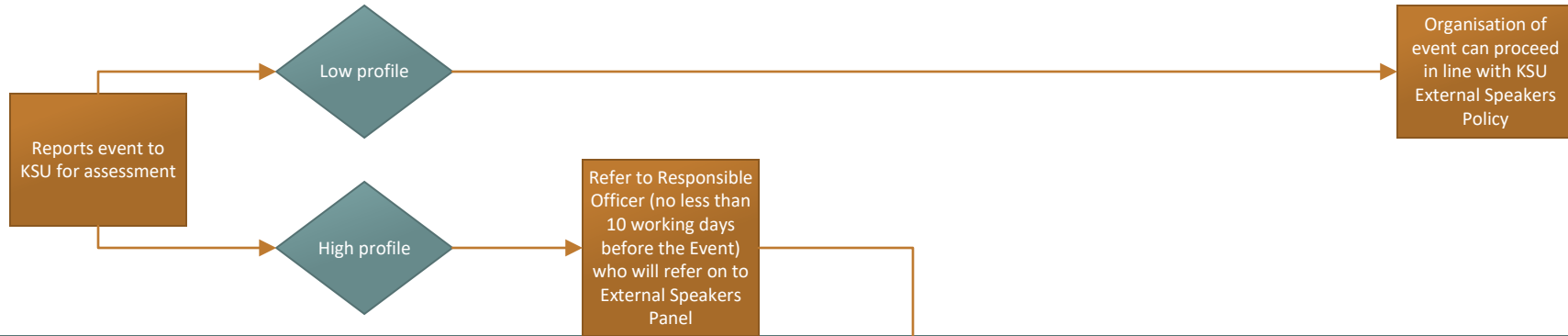
ORGANISER DETAILS	
Name of Event Organiser:	
Department / School:	
Contact Email:	
EVENT DETAILS	
Event Title:	
Event Date:	
Event arrival and departure times:	
Event Venue (for online events please indicate the online platform being used):	
Expected number of attendees:	
Appointed Facilitator:	
EXTERNAL SPEAKER DETAILS	
Name of Speaker (including any aliases or alternate spellings):	
Organisation Speaker is associated with:	
Has this speaker spoken at the University previously? If YES, when?	
Description of the content of the talk:	
Has there been any other controversy around the speaker in the past, which could lead to potential issues arising at this event:	

Annex B

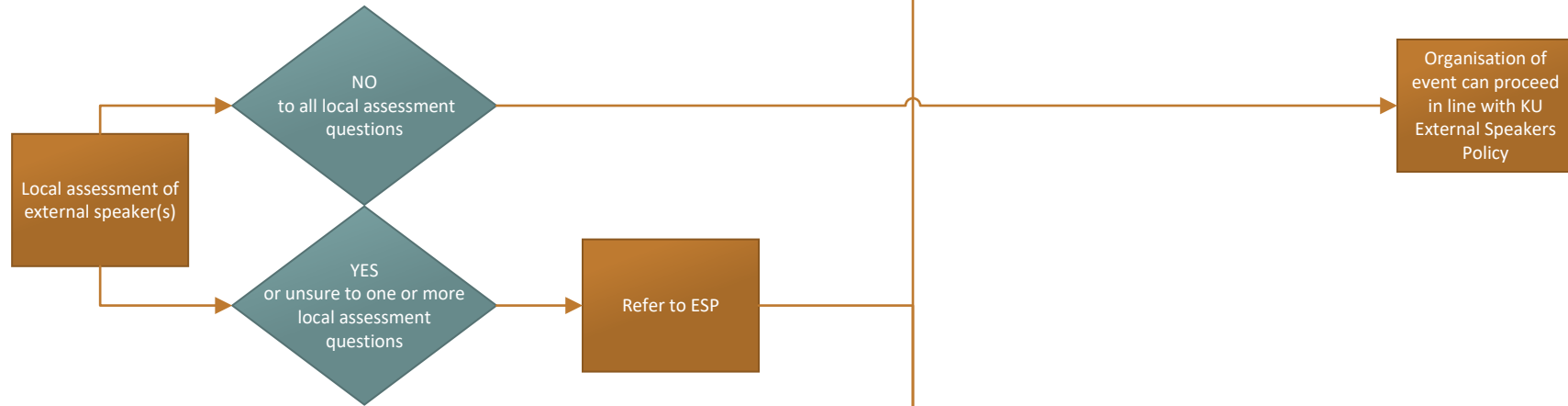
EVENT PROCEDURE AND PROMOTION	
How will the event be advertised and in what language?	
What promotional material associated with the event will be available before or at the event?	
Will your event be open to the public, or will it be limited to students / alumni / staff?	
Is there any intention to segregate the event in any way?	
Does this event pose a possible threat of disruption and if so why?	
Will the media be permitted to attend and will the event be recorded/broadcast/live streamed? If yes, this must be agreed in advance by the University's Director of Brand, Communications and Public Affairs. Any promotional materials must make clear if the Event will be recorded/broadcast.	
Provide details of any event sponsor:	
EVENT ORGANISER DECLARATION: I confirm that the information provided in this form is accurate and complete to the best of my knowledge. I confirm that I have read the University's Freedom of Speech Code of Practice and the External Speakers Policy, and that this event and its speakers will adhere to the principles set out in these documents. I will submit an updated form if any of the details provided here change prior to the event taking place.	
SIGNATURE	
PRINT NAME:	
DATE:	

Kingston University External Speakers Process – Annex A

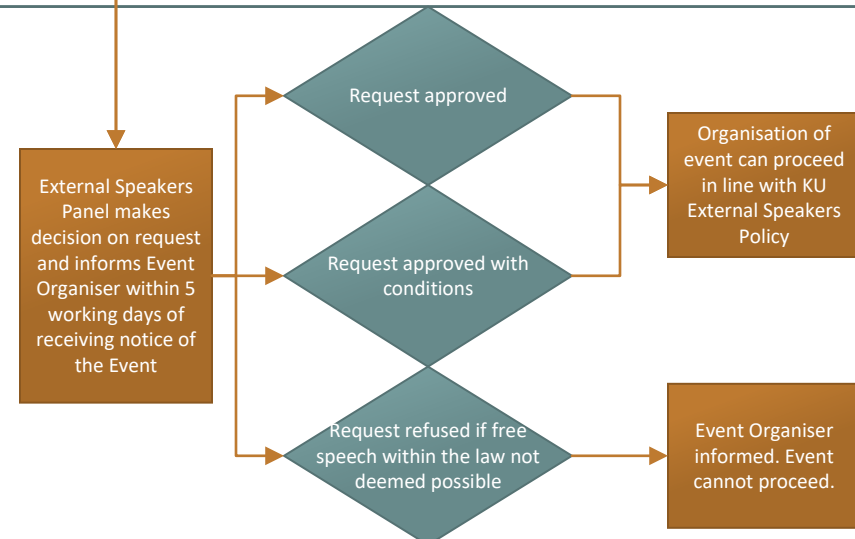
KSU Event Organiser



University Event Organiser



External Speakers Panel



External Speakers Policy

Policy Detail Information

Policy owner	Adrian Parry, University Secretary
Version number	1.0
Final approval	Board of Governors, 24 th June 2026
Review frequency	Annually and on significant change
Next review due	June 2027

1.0 Purpose

- 1.1 The University is committed to upholding and actively promoting the principles of academic freedom and freedom of speech, as articulated in the University's Freedom of Speech Code of Practice.
- 1.2 The purpose of this Policy is to set out how the University manages arrangements for any formally organised event, meeting, activity or gathering conducted under its auspices that falls outside the normal academic curriculum and involves external speakers. It applies to events held on University premises, as well as those taking place elsewhere but organised under the auspices of the University.
- 1.3 For the purposes of this policy, an external speaker is defined as any individual who is not a student of the University, a member of staff of the University or its subsidiary companies, or governor, and who has been invited to address an audience at any event held under the auspices of the University that is not part of the academic curriculum.
- 1.4 The University will make all reasonable efforts to uphold freedom of speech for external speakers. Access to University premises or to attend events under its auspices, will not be refused to any individual on the basis of their lawful ideas or opinions, nor to any organisation on the basis of its lawful policies, objectives, or the views of its members. Cancellation of events is undesirable and should be for exceptional reasons. For the avoidance of doubt, the lawful expression of controversial views or views that some may find offensive will not constitute grounds for refusing or cancelling an event.
- 1.5 This Policy is designed to help the University to ensure that events involving external speakers do not take place in circumstances where there are reasonable grounds to believe that:
 - (i) The law will be broken or that there will be incitement to break the law or it is likely to lead to an expression of views which are contrary to the law.
 - (ii) A breach of the peace will occur or that there will be incitement to breach the peace.
 - (iii) The event will or is likely to promote or support an illegal organisation, including any Proscribed Organisation¹.
 - (iv) Speakers or attendees may be unable to enter or leave the building safely.
 - (v) Speakers may not have the freedom within the law to speak without significant disruption.
 - (vi) The event would not be in the interests of public safety.
 - (vii) The event would cause significant disruption or significantly compromise the normal business of the University.

This list is not exhaustive and a fuller articulation is provided in paragraph 4.6.

2.0 Scope

- 2.1 This Policy applies to:

¹ Organisations proscribed by the Home Secretary under the Terrorism Acts 2000 and 2006 for involvement with terrorist activity.

- (i) Any event involving an external speaker, which is outside the normal academic curriculum, held under the auspices of the University, regardless of whether it is held on University premises or elsewhere.
- (ii) All Members (students, staff and governors) of the University.
- (iii) All external speakers, visitors and members of the public who attend events at the University.

3.0 Responsibilities

3.1 The following roles will have the following responsibilities:

- **Event Organiser** – completes the initial assessment and escalates to the External Speakers Panel where needed. Informs the Panel if an approved speaker is replaced and/or there are material changes to the proposed Event.
- **External Speakers Panel** – makes decisions on referred cases and sets any conditions.
- **Responsible Officer** – oversees consistency and proportionality and maintains records.
- **Kingston Students' Union (KSU)** – undertakes first-stage screening for KSU events.
- **Facilitator** – ensures good conduct and adherence to this policy during the event.

4.0 Procedure for Events involving External Speakers

4.1 A flowchart of the procedure for Events involving External Speakers can be found at Annex A.

Organisation of an Event

- 4.2 Each event must have an Event Organiser who will be a University Employee or Kingston Students' Union Officer.
- 4.3 The Event Organiser has a responsibility to ensure that the Event fully complies with the requirements of the University's Freedom of Speech Code of Practice, this Policy, all other applicable University policies and the law.
- 4.4 Event Organisers must give careful thought before issuing invitations to speak at the University and must take full account of the requirements of this policy beforehand, especially the matters outlined in paragraph 4.7. Withdrawing an invitation without good reason may create grounds for complaint that freedom of speech has been curtailed. An invitation cannot be withdrawn simply because of objection to the lawful views or ideas of the proposed speaker.
- 4.5 For the avoidance of doubt, no group or individual has a right to be invited to speak at the University.
- 4.6 All **Kingston Students' Union events** must be reported, by the Event Organiser, to KSU, who will follow the [KSU External Speakers Policy](#). KSU will decide if the event is low or high profile.
 - If low profile it will not be referred to the External Speakers Panel. KSU will maintain an up-to-date record of all events dealt with under its External Speakers Policy, which will be shared with the University on request. The University will

sample requests determined to be low profile on a regular basis to validate the categorisation.

- If high profile it will be referred to the Responsible Officer who will refer on to the External Speakers Panel for approval.

- 4.7 For **Events held under the auspices of the University**, the Event Organiser will be responsible for conducting a local assessment of the proposed speaker(s) and for assessing them against the following set of questions:

Are there reasonable grounds for believing that:

- (i) The law will be broken or there will be incitement to break the law or it is likely to lead to an expression of views which are contrary to the law?
- (ii) A breach of the peace will occur or there will be incitement to breach the peace?
- (iii) The event will or is likely to promote or support an illegal organisation, including any Proscribed Organisation?
- (iv) Speakers or attendees may be unable to enter or leave the building safely?
- (v) Speakers may not have the freedom within the law to speak without significant disruption?
- (vi) The event would not be in the interests of public safety?
- (vii) The proposed speaker has been previously barred from speaking at either this or another education establishment for expressing views that would contravene this Policy?
- (ii) The event has been organised to raise or gather funds for a Proscribed Organisation or any individual, organisation or cause that encourages, promotes or undertakes acts that break the law?
- (iii) There may be an intention to segregate the audience on the basis of any protected characteristics?
- (iv) The proposed speaker or the theme or content of the event will cause significant disruption or compromise the normal business and purposes of the University?

- 4.8 If the answer is '**NO**' to all of the above questions and it is clear that there are no issues that require further consideration then the organisation of the event can proceed. In any instances of doubt or ambiguity, guidance should be sought from the University Secretary.

- 4.9 If the answer is **unclear** or '**YES**' to one or more of the above questions then the Event must be referred to the External Speakers Panel for a decision on whether or not it can take place. If an Event Organiser proceeds without making a referral when it is reasonable to believe they were aware of reasons requiring one, they may face disciplinary action.

- 4.10 The Event Organiser is responsible for keeping a contemporaneous record of their reasoning for all decisions. Records must be kept for two years.
- 4.11 If the Event is reported to the External Speakers Panel, the External Speaker Request Form (for Events held at or under the auspices of the University (non-KSU) – see Annex B) or KSU External Speaker Form (for KSU Events) should be completed and submitted to the Panel **no less than 10 working days prior to the Event**.

External Speakers Panel and the Decision-making process

- 4.12 The External Speakers Panel shall comprise:
- University Secretary (who shall act as the ‘Responsible Officer’)
 - Executive Director for Students
 - Pro Vice-Chancellor Education
 - Director of Brand, Communications and Public Affairs
 - Chief Executive of Kingston Students’ Union
- If any of the Panel members are indisposed then the University Secretary shall designate an appropriate substitute.
- 4.13 The Panel is required to act compatibly with statutory free speech duties when making any decision.
- 4.14 The Panel can meet physically, online or make decisions via correspondence or any other means that it shall determine.
- 4.15 The Panel will make a decision on whether the event can proceed and will always seek to permit the event wherever possible, with mitigating conditions if necessary (see paragraphs 4.20 and 4.21).
- 4.16 The Panel’s deliberations will take into account whether there are reasonable grounds to believe that any of the considerations listed in paragraphs 1.5 and 4.6 will be contravened.
- 4.17 As required by Section 12 of the Terrorism Act 2000, the Panel will not give permission to hold a meeting or event where it is known that:
- (i) the proposed speaker belongs to, or professes to belong to, a Proscribed Organisation; or
 - (ii) the proposed speaker will use the event to support, or to further the activities of, a Proscribed Organisation.
- 4.18 The lawful expression of controversial views that some may find offensive or distasteful will not in itself constitute reasonable grounds for withholding permission for the refusal or cancellation of an event or an invited speaker.
- 4.19 These considerations are not exhaustive and the Panel will have the discretion to consider other factors. The Panel also has the discretion to consult other parties during its deliberations. In any event, the Panel should only take such action and make such decisions as is necessary and proportionate to the furtherance and fulfilment of this Policy.
- 4.20 The Panel may:

- (i) Give permission for the external speaker to participate in the event.
 - (ii) Give permission for the external speaker to participate in the event subject to stipulated risk mitigating conditions being met. These conditions will be those considered to be reasonable, proportionate and necessary to ensure that the law will not be broken and to ensure the safety and security of people and property.
 - (iii) Decline permission for the external speaker to participate in the event.
- 4.21 Risk mitigating conditions that may be placed on an event may include restrictions on admissions; stipulations around the means and methods of promoting the event; security arrangements; independent chairing of the event; the presence of specified University personnel; or alterations to the time and location of the Event.
- 4.22 Decisions of the Panel shall be conveyed to the event organiser in writing **within 5 working days** of receiving notice of the Event, by the Responsible Officer (Chair of the Panel), or their nominee.
- 4.23 A written record of all decisions will be kept for two years from the date of the decision.
- 4.24 The Event organiser must inform the External Speakers Panel if:
- An approved speaker is replaced; and/or
 - there are material changes to the proposed Event
- 4.25 The Panel may reconsider its decision at any time and may withdraw permission or apply additional stipulated conditions for the use of University premises if:
- (i) New factors or information come to light that if they had been known at the time would have resulted in a different decision by the Panel when the original request was considered.
 - (ii) There are reasonable grounds for believing that any conditions previously stipulated by the Panel concerning the participation of the external speaker in the event will not be met or become unworkable.

Security Costs

- 4.26 Unless otherwise agreed in writing, the organisers or other individuals involved in organising and holding an event shall be responsible for any costs involved in organising and holding such an event. The University will not pass on security costs for activities/outside events except in exceptional circumstances. Circumstances are “exceptional” when security costs exceed £500. In these circumstances the University will pass on the residue of security costs to the organiser.
- 4.27 Where possible the University will give the Event Organiser an accurate forewarning of security costs to enable the organiser to make any rearrangements to minimise their costs if possible.
- 4.28 In the exceptional event that security costs are to be passed on to the organiser of the event, the University will supply the organiser of the event with a clear written summary and explanation of its calculation of the expected security cost. Where possible, that summary will be provided at the same time as the decision of the panel

is conveyed to the Event Organiser and it may be appealed by submitting an appeal in writing to the University Secretary.

Use of University Premises

- 4.29 All events involving external speakers held at the University must be held in a location that has been booked in accordance with the University's policies and procedures for booking University venues.
- 4.30 The University will not unreasonably refuse to allow events to be held on its premises but has a duty to ensure that events are conducted in compliance with the law, including health and safety legislation. Events that cannot demonstrate full compliance with the requirements of the law will not be permitted on University premises. Requests to use University premises may also be declined if a suitable location is not available on the date requested or if no suitable location exists within the University.
- 4.31 The University has the discretion but has no legal obligation to allow meetings or events held on its premises to be open to members of the public. The University shall have the right to require that it is provided in advance with a list of all attendees for the event and also has the right to require that events held on its premises should be ticketed.
- 4.32 The University shall have the right to refuse entry to those attending the event if they bring onto University premises items that it deems:
 - (i) Provocative or offensive in nature and contravene the law
 - (ii) To have the potential for use to cause injury to people or property.

Events Held on Other Premises

- 4.33 This Policy applies to all events involving external speakers held under the auspices of the University, regardless of the location of the event. It should be noted for the avoidance of doubt that holding an event at an external venue does not enable this Policy to be circumvented. Failure to comply with this Policy may result in disciplinary action.

Appointing a Facilitator for the Event

- 4.34 A Facilitator shall be appointed by the Event Organiser and fully briefed to facilitate the event (see section 4.42). The Event Organiser must ensure that the Facilitator is appropriately experienced and is provided with either a copy of this Policy or its web address.
- 4.35 The External Speakers Panel may require that an independent or nominated Facilitator is appointed.

Publication of Event Details

- 4.36 The venue and timings for events involving external speakers held either on University premises or under the auspices of the University should be fully disclosed in all booking and publicity materials.
- 4.37 Event Organisers and speakers should ensure that they describe the event appropriately and accurately to prospective attendees. For example, describing the

event as a “debate” implies a discussion between speakers with differing or opposing arguments. Similarly, describing the event as a “discussion” implies a two-way exchange of ideas or views. Describing the event as a “lecture” or “talk” implies that information or views will be conveyed from an individual perspective.

Publicity Materials

- 4.38 The University shall have the right to require that it is provided with copies of all publicity materials for the event. Anyone responsible for leaflets, posters, notices, signs or other literature associated with the event must ensure that these materials comply with this policy and, in particular, that they do not create reasonable grounds for believing that their publication, distribution or posting will contravene the principles outlined in Paragraph 4.7. This requirement applies to all publicity materials, including those that are printed and those that are posted online. Failure to comply with this Policy and/or refusal to immediately cease to publish or circulate any publicity materials when requested by the University may result in disciplinary action and/or legal action. The University shall remove any materials that contravene this Policy that are found on its premises.
- 4.39 The University’s logo and other associated symbols and emblems shall not be used in publicity materials for any event without the written consent of the University’s Brand, Communications and Public Affairs Department.

Charging Admission Fees

- 4.40 Attendees should not normally be charged an admission fee to attend an event involving an external speaker if this does not form part of a designated conference. For the purposes of this policy, a conference is defined as a formally organised event that takes place over the course of a day or a number of days. If an admission fee is deemed appropriate for an event involving an external speaker that is not part of a designated conference then permission should be sought in writing in advance from the External Speakers Panel.

Recording of the Event

- 4.41 If the event is to be filmed, recorded or photographed then appropriate permission must be sought from the External Speakers Panel in advance. This permission is necessary to ensure that any recording is compliant with the General Data Protection Regulation (GDPR). Permission will not be unreasonably withheld but the organiser will be required to comply with any stipulations made by the External Speakers Panel.
- 4.42 Unless otherwise agreed in writing with the External Speakers Panel, ownership of any filming, recording or photographs and all associated rights rest with the University.

Conduct During the Event

Event Organiser

- 4.43 The Event Organiser (or nominee) must attend the Event and take all reasonable steps to ensure that:
- (i) Nothing in the preparation for, or conduct of, the meeting or activity is likely to breach the law or this Policy.

- (ii) The Facilitator has the necessary attributes to act as a presiding officer.

Facilitator

- 4.44 The role of the Facilitator shall be to ensure that:
- (i) Good conduct is maintained and that the principles of free speech and the law are upheld, and that this Policy is adhered to.
 - (ii) All members of the audience receive an equal opportunity to speak, debate or to ask questions.
 - (iii) When entering, attending or leaving the Event audiences are not segregated on the basis of any protected characteristics. The University permits gender segregation for the purposes of religious worship only.
- 4.45 If the law or the principles of free speech are contravened at the event then the Facilitator must issue warnings. If misconduct continues then the Facilitator must require the withdrawal or removal from the event of the individual(s) responsible for the misconduct. The event must be terminated by the Facilitator if misconduct does not cease or if the misconduct is sufficiently serious to prevent the event from continuing in a manner that would not compromise the requirements of this Policy.

External Speakers

- 4.46 All external speakers are to be provided with a copy of this Policy or the relevant web link. Where deemed necessary by the External Speakers Panel, the external speaker will be required to confirm in writing to the Event Organiser (in advance of the event) that they have read and understood this Policy and that they agree to abide with its requirements.
- 4.47 All external speakers must present their ideas and opinions in the spirit of debate and they must be receptive and respectful to challenge and questions from all members of the audience. If required by the External Speakers Panel, all external speakers must be prepared to share a platform with speakers with contrary or alternative views and perspectives.
- 4.48 All external speakers must act in accordance with the law and must not breach the lawful rights of others. During the course of the event, and prior and subsequently in the context of the event, no external speaker shall:
- (i) Break the law or incite others to break the law.
 - (ii) Incite intolerance, discrimination, hatred or violence.
 - (iii) Encourage or promote illegal acts or promote individuals, groups or organisations that undertake illegal acts.
 - (iv) Seek to unlawfully segregate attendees by gender or any other protected characteristic.
 - (v) Defame any person or organisation.

- 4.49 These requirements are not exhaustive and the University reserves the right to terminate an event if it considers that a speaker will not conduct themselves in accordance with this Policy.
- 4.50 University premises will be left in a clean and tidy condition and free from damage, in default of which the Event Organiser may be liable for the costs incurred in making good.

Peaceful Protest

- 4.51 Peaceful protest within the law is a legitimate expression of freedom of speech. Organisers, speakers and attendees of events must respect protesters' rights to protest. Equally, protesters must also respect freedom of speech and must not seek to disrupt nor prevent the event from taking place.
- 4.52 In order to preserve the right to debate and to peacefully protest, and in the context of the event, speakers and event organisers must not make disparaging or personal comments verbally, in writing or via social media about those who have protested or speakers or attendees who have expressed alternative or contrary views. This stipulation applies before, during and after the event.

Disruption of Events

- 4.53 It is a disciplinary offence for any person to organise, encourage, assist or engage in conduct that disrupts an event held on University premises. Such conduct may result in disciplinary and/or legal action.

Reporting of Disturbances

- 4.54 Should any disturbance arise from an event involving an external speaker then the organiser must report this to the University Secretary (in their capacity as Responsible Officer) as soon as practically possible and no later than 48 hours after the event.

5.0 Compliance

- 5.1 Failure to comply with this Policy may result in one or more of the following measures:
- (i) Implementation of the University's procedures, including disciplinary procedures.
 - (ii) Suspected or actual breaches of the law may be reported to the police or appropriate authorised body. Any disciplinary proceedings may be stayed pending the outcome of any criminal proceedings.
 - (iii) Any other measures the University deems appropriate and proportionate.
 - (iv) The lawful expression of views will not in itself constitute misconduct under University procedures.

6.0 Further Information

- 6.1 Further information and/or clarification of this Policy can be obtained from the University Secretary.

Annex A: Kingston University External Speaker flowchart of process

Annex B: Kingston University External Speaker Request form