Event Organiser to:  
Undertake Local Assessment of proposed external speaker(s)  
The event organiser will be responsible for assessing the speaker against the following set of questions:

**Question 1:** Has the speaker previously been prevented from speaking at Reading or another University or similar establishment?

**Question 2:** Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct?

**Question 3:** Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?

If the answer to all three questions is NO:

- Event organiser to confirm the external speaker and send them a copy of the External Speaker Code of Conduct.

If the answer to any question is UNCLEAR:

- Event organiser to seek guidance from line manager/head of function or Security Services Manager, whose responsibility it is to further review the speaker(s) criteria.

If the answer to any of the questions is YES:

- It is the responsibility of the event organiser to submit a referral to the External Speaker Review Group.

Event Organiser to submit External Speaker Booking Referral Submission form to

Submissions to be made to vc@reading.ac.uk
Ideally, submissions should be made at least 28 days in advance of the proposed event (failure to submit a request with the required advance notice may result in automatic refusal)

External Speaker Review Review and assess External Speaker Referral Submission

The review will include a full and robust review of the proposed speakers against the External Speaker Policy and the Code of Conduct. Please note the review process may include the seeking of advice from third parties which may include legal advice.

An initial response will be provided to the Event Organiser within 7 working days of receipt of submission. One of the following responses will be given to the Event Organiser:

- **Approved without condition or further action:** Event organiser to confirm the external speaker and send them a copy of the External Speaker Code of Conduct.

- **Approved with condition(s):** Details of conditions will be provided to the Organiser.

- **Referred for further consideration:** Reasons for referral will be provided and the Organiser will be invited to meet with reps. from the External Speaker Review Group who will work with the Organiser to explore the best course of action to enable areas of concern to be addressed/risks mitigated.

External Speaker Review process to:

Undertake further review and provide final response (as necessary)

A final response will be provided to the Event Organiser within 14 working days of receipt of the original submission. One of the following responses will be given to the Event Organiser:

- **Approved with condition(s):** Details of conditions will be provided to the Organiser.

- **Refused**: as a last resort the review process may result in the refusal of a proposed speaker (this will usually be in agreement with the Organiser following their referral meeting).
**Making an appeal**
An Event Organiser has the right to appeal against a decision made by the External Speaker Review Group to refuse a speaker. Such an appeal must be **made within 7 days of receipt of the speaker refusal notification**. Appeals should be made in writing and sent to the University Secretary, Whiteknights House, University of Reading, Reading, Berkshire. RG6 6AH. Appeals will be responded to within 7 working days from receipt of the appeal and the decision will be final.