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**EXTERNAL CONTRIBUTOR CONSENT FORM**

tITLE OF event/lecture …………………………………………………………………….

VENUE……………………………………………………………………………………………….

DATE…………………………………………………………………………………….…………...

*This form is to be signed by the person who has agreed to participate in a London School of Hygiene & Tropical Medicine (LSHTM) hosted event.*

**Filming/broadcasting/photography**

*The purpose of this form is to seek consent for the films and/or recordings and/or photography to be made and/or broadcast live via the appropriate LSHTM online platform and subsequently to be used in a number of media, including the intranet/web and LSHTM social channels by LSHTM. LSHTM in turn offers a commitment to only allow said recordings to be used appropriately and sensitively.*

I, the undersigned, agree to my participation being broadcast/recorded/photographed in audio and/or visual format by LSHTM. Where a recording is being made, I will notify everyone present that a recording is being made.

I confirm that where material is included in the broadcast/recording/photograph which is the intellectual property, including copyright, of another party, I have permission to include the materials in my participation.

I understand that any copyright or other intellectual property which arises in the broadcast/recording/photograph belongs to LSHTM and that the recording/photograph may be used by the School for the following purposes which may include conversion to digital format and storing and publication on the School website/intranet, social media channels and Moodle (LSHTM teaching platform).

I, the undersigned, do hereby agree to license all performance rights in the broadcast/recordings/photography of my participation to LSHTM. For information on how your personal data may be processed, or to exercise your rights, please see our [Data Protection Policy and Privacy notices](https://www.lshtm.ac.uk/aboutus/organisation/data-protection).

I understand that my image and/or recordings will be used for purposes outlined only and that copyright in the recordings will be retained by LSHTM.

**Academic Freedom and freedom of speech**

The [Prevent Duty](https://www.lshtm.ac.uk/aboutus/organisation/governance/prevent-duty) requires Higher Education Providers to balance their legal duties in terms of freedom of speech and academic freedom (enshrined in law), whilst meeting the requirements of the Prevent Duty by protecting student and staff welfare. LSHTM has produced a [Code of Practice on Free Speech](https://www.lshtm.ac.uk/sites/default/files/code_of_practice_on_free_speech.pdf) which all staff, students and visitors, including those speaking at LSHTM hosted events, to the School must abide by.

We ask you to read the Code of Practice on Free Speech and your participation in the above event assumes you will adhere.

If you have any questions, please liaise with the event organiser.

**Diversity Data**

We collect a minimal amount of data which will be aggregated by the LSHTM Equity, Diversity and Inclusion team and reported to the relevant LSHTM committees on a biannual basis, in order to understand the diversity of our external speakers and make plans to improve as identified.

The questionnaire should only take a few minutes to complete and is optional: <https://forms.office.com/e/Ty6caBSpQq>.

If you have any questions, please contact equality@lshtm.ac.uk

FULL NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF ORGANISATION \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTACT TELEPHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_