

# EXTERNAL SPEAKERS' PROCEDURE



## 1. INTRODUCTION

- 1.1. This procedure has been designed to support LSHTM staff or students who wish to invite external speakers to an event to ensure LSHTM meets its [Prevent Duty commitments](#) and external speakers act in accordance with our [Code of Practice on Free Speech](#).
- 1.2. External speakers: An external speaker is generally considered to be anyone who is not substantially employed by or contracted to work for LSHTM and is not an enrolled student. Guest lecturers/tutors/trainers teaching on an LSHTM module, short-course, careers event or staff training session and delivering curriculum content which has been agreed in advance with the LSHTM staff member responsible for the module, short-course or training session would not be considered to be an external speaker for the purposes of this procedure.
- 1.3. Events: All events with external speakers, including external-facing (with general members of the public or invited guests) and internal-facing (excluding activities listed in 1.2) on LSHTM premises, off-site or delivered virtually that are LSHTM hosted must follow this procedure.

## 2. PROCEDURE

- 2.1. Prior to any event marketing or inviting any external speaker to the School, event organisers must familiarise themselves with LSHTM's [Code of Practice on Free Speech](#). Please contact the Events Team ([events@lshtm.ac.uk](mailto:events@lshtm.ac.uk)) for any queries.
- 2.2. STAGE 1 – SUBMISSION OF SPEAKER REQUEST
  - 2.2.1. Complete the [Event Marketing & External Speaker Booking Form](#) and submit to the Events Team on ServiceDesk at least 15 working days before the proposed event date
  - 2.2.2. No event with an external speaker will be marketed/listed online until it has been approved in accordance with the above mentioned Code of Practice and this document.
- 2.3. STAGE 2 – REVIEW OF SPEAKER REQUEST
  - 2.3.1. The request will be reviewed by the Events Team which will involve consideration of the full legal context as outlined in [part 1 of the Universities UK \(UUK\) guidance on External Speakers in Higher Education Institutions](#) as updated from time to time.
- 2.4. Where there is no cause for concern, the approval decision will be communicated to the event organiser who should ask the external speaker to agree to adhere to the [Code of Practice on Free Speech](#).
  - 2.4.1. Where the request is more complex or deemed to be higher risk, the Events Team will consult with the Chief Operating Officer.
  - 2.4.2. Events where risks have been identified will either be allowed to proceed as long as mitigating factors have been identified and addressed, or not approved. A list of possible mitigating actions are outlined in the [UUK guidance](#).
- 2.5. STAGE 3 – COMMUNICATION OF DECISION
  - 2.5.1. Decisions will be communicated to the event organiser within 10 working days of the request being received and will include any conditions that apply to the event.
  - 2.5.2. The event organiser will ensure the Code of Practice on Freedom of Speech is shared with the external speaker, who should confirm via the [Event Marketing &](#)

[External Speaker Booking Form](#) that they understand and will abide by the Code of Practice.

2.5.3. LSHTM reserve the right to amend any decision in light of new information or material changes to a planned event.

### **3. INFORMATION SHARING**

3.1. Where it is deemed necessary to share information about external speakers with other institutions or with the police, this will only be permissible in accordance with the terms of the Data Protection Act 1998. Approval from LSHTM's Data Protection Officer will be sought in these instances.

3.2. The School may share information about speakers and events with other providers (including other authorities and the police) where this is absolutely necessary and there is a lawful basis to do so, always subject to LSHTM's Data Protection Officer's advice.

### **4. APPEALS PROCEDURE**

4.1. The events organiser or the external speaker has the right to appeal the decision to the School's Chief Operating Officer in writing, explaining the grounds for the appeal.

4.2. The appeal must be submitted to the Chief Operating Officer within 5 working days of receiving official notice that the external speaker cannot attend the event.

4.3. The Appeal can be made on one of the following grounds:

4.3.1. The School has not followed its procedure

4.3.2. Further information, which could alter the original decision taken

4.4. The School Chief Operating Officer's decision is final. The Chief Operating Officer will provide a report to Senate for information, reporting any refusals or conditional approvals.

<u>Version</u>	<u>Date</u>	<u>Author/Reviewer</u>	<u>Notes</u>
1.0	September 2016	John Peck, Academic Registrar	Approved by Management Board
1.1	December 2017	John Peck, Academic Registrar	TBC
1.2	March 2018	Nicola Quilter, Events Manager	
1.3	November 2020		
1.4	July 2022	Alex Hollander-Carney	
1.5	November 2024	Alex Hollander-Carney	Updating links and required timelines.