2: EFFECTIVE EXTERNAL SPEAKER PROCESSES

Diagram 2: The lifecycle of an external speaker request

External speaker policy subjected to high-level governance and appropriate review

NB. Request may go to students' union initially before institution (will depend on agreed process)

Speaker request submitted (NB. May be refused if correct process not followed)

Approved if no major issues identified

Initial review of speaker request

Internal and external input eg security, police, equality and diversity lead

Referred for further consideration

Request refused

Request approved with conditions

Request approved – no conditions

Appeal process

Monitor compliance with conditions

Refusal upheld

Appeal successful

Post-event review

Modify external speaker process if necessary