

Events, VIP Visits and External Speakers Management Procedure 1.0

Enabling Policy Statement; Executive Owner; Approval Route:	Our Partners and Reputation – VP Global – Partnerships and Reputation Committee
Associated Policy Statements:	Our Operations – Chief Operating Officer Our Students - Chief Student Officer
Authorised Owner:	Director of Marketing & Communications
Authorised Co-ordinator:	Head of External Relations
Effective date:	July 2025
Due date for full review:	July 2028
Sub documentation:	Flag Code of Practice

Approval History

Version	Reason for review	Approval Route	Date
1.0	Amalgamating Event Policy and VIP Visits Policy into a single procedure in the POPP framework. In addition to migration the procedure has been updated: <ul style="list-style-type: none"> In response to Higher Education (Freedom of Speech) Act & Martyn's Law To introduce an approval process for events on campus 	Partnerships and Reputation Committee	July 2025

1. Purpose

This procedure sets the principles and procedures for managing visits to the University by VIP guests, external speakers and events organised at, and on behalf of, or in association with the University of Surrey and explains the Notification Process through which any such activity is given approval to proceed.

The guiding principle for this Procedure is that the University will always seek to give approval for events and visits to proceed.

The Notification Process is intended to facilitate improved central oversight of all events-related activities taking place on our campuses on any given day/time/venue and ensure that appropriate guidance and assistance is given to event organisers so that all visits and events organised at, and on behalf of, or in association with the University are managed and delivered:

- 1.1. to a best practice standard that protects the reputation and interests of the University as per objectives 2.4 and 2.5 of Our Partners and Reputation Policy Statement.
- 1.2. with due regard to the necessary regulations and legislation in place as outlined in section 5.4.
- 1.3. in compliance with other relevant University procedures and codes of practice including (but not limited to):
 - 1.3.1.Prevent
 - 1.3.2.Code of Practice on Freedom of Speech
 - 1.3.3.Campus Safety and Security Procedure and sub-document Protest Response Protocol
 - 1.3.4.Safeguarding Procedure
 - 1.3.5.Risk Management Procedure
 - 1.3.6.Working at Height Procedure
- 1.4. with assurances that VIP guests are accorded appropriate regard and necessary protocols are observed. (See Appendix 5)
- 1.5. without causing adverse impact on the University infrastructure and operational resources.
- 1.6. so that risks arising from external speakers attending University events or giving guest lectures at, or on behalf of, or in association with the University are assessed and considered, and where required, appropriate measures are put in place to support the event.

2. Scope and Exceptions to the Procedure

- 2.1. This procedure applies to the following persons:
 - All Staff of the University of Surrey including subsidiaries Surrey Sports Park, Cervus +, Operate Surrey and SSU, and University Students who are involved in the organisation and delivery of visits and events at, on behalf of, or in association with the University of Surrey.
 - Outside organisations hiring University premises and to public meetings held on the premises.
 - Events held in-person and/or virtually using platforms such as Zoom or Teams (not exhaustive).

2.2 This procedure applies to all events as follows:

- Campus-wide events such as Open Days, Offer-Holder Days, Welcome, Graduation, Careers Fairs, etc
- Faculty, School and Professional Services department events (e.g., guest lectures, award ceremonies, festival observances, etc) with 50 or more attendees
- Academic Conferences including those hosted in partnership with an external organisation
- Charity events (if involving members of the public)
- Commercial events managed by Conferencing with 100 or more attendees
- Surrey Sports Park events with 100 or more attendees
- Non SU-affiliated Student clubs and society activity with 50 or more attendees
- Any event or activity which involves a significant number (more than 10) of vulnerable people, such as under 16s or over 65s.
- Any visit to the University by a VIP guest (see 3.1), whether they be attending or speaking at an event or conference, attending a meeting, or visiting a facility
- Any event with external speakers (see 3.2)
- Any event which invites members of the public onto campus
- Any event or activity where visitors (see 3.3) will be entering a potentially hazardous work area or laboratory
- Any event which is planning to use a shared outdoor space on campus such as the AP Piazza, PATS Field or the green by The Lake

2.3 This procedure applies to all event-related activity, regardless of category or number of attendees, as follows:

- Provision of catering by external suppliers and vendors
- Staking the ground (e.g. to erect a marquee or gazebo)
- Erecting Temporary Structures including stages and marquees (if larger than a small, weighted 3m x 3m gazebo)
- Provision of Alcohol (unless in a licensed University of Surrey premise served by Catering Services)
- Music (recorded or live performance), Film showings and Broadcasting of Television
- Provision of Inflatables (i.e. bouncy castles) and Fairground equipment
- Use of Barbeques or other naked flames (unless using fixed barbeques that have been booked via Campus Services)
- Use of Fireworks or Pyrotechnics or dry ice
- Use of hazardous substances, toxic or asphyxiant gases
- Use of Animals (except ADUK accredited Assistance Dogs and Therapy Dogs)
- Activities at height such as hot air balloons, abseiling, bungee jumping, etc
- Filming and/or use of Drones (UAVs) on campus
- Use of 50 or more car parking spaces on our campuses
- Road closures
- Bringing coaches on to site to drop off and/or collect any persons

2.4 This procedure does not apply to events and activities which form part of the University's normal academic or administrative business, such as teaching or general day-to-day staff meetings nor to speakers / visitors invited to University premises on the basis of standard curricular activities.

- 2.5 The Students' Union have their own process in place to manage external speakers, and events and activity by SU-Affiliated Clubs and Societies. The majority of their events will therefore fall out of scope of this Procedure. However, they should follow the Notification Process outlined at 4.2 for exceptional events taking place in university-managed spaces including Freshers Fair, Summer Ball, Colours Ball, Union Ball, and Strictly Come Surrey and/or where number of attendees is likely to exceed 200.
- 2.6 This procedure does not apply to events managed by the Students' Union that take place in their licensed premises including Rubix and Manor Park Social.
- 2.7 This procedure does not apply to University of Surrey overseas operations including Surrey International Institute Dongbei University of Finance and Economics

3. Definitions and Terminology

- 3.1 A **VIP** is a person who is accorded special privileges or treatment due to their status. For the purposes of this procedure they include:
- Royalty, Royal Representatives and International Dignitaries such as Ambassadors and High Commissioners
 - Members of Parliament including Government Ministers, local government officials and international politicians
 - Diplomats and Senior Public Servants
 - Chairpersons and Chief Executive Officers of major companies and organisations
 - Senior officers from charitable trusts
 - Heads or senior officers of higher education bodies (e.g. HEFCE, Research Councils, etc)
 - High profile and notable Academics (Nobel prize winners, Presidents, Chancellors, Vice-Chancellors or equivalent of other universities)
 - Religious leaders / Heads of Church
- 3.2 An **External Speaker** is an individual who is not a current:
- Student
 - Member of staff
 - Member of University Council or Officer of the University
 - Holder of an honorary position at the University such as Visiting Professor
 - Curriculum-linked speaker
- 3.3 A **Visitor** is an individual who is not a current:
- Student
 - Member of staff
- 3.4 An **Event** is defined in this procedure as an assembly of people for a limited period of time either in-person or online. The activity or occasion can reasonably be expected to cause a gathering of people that is not part of the normal course of business at that location and time.

The event may be for staff, students, visitors, or members of the public where attendance has been co-ordinated in advance by a Principal Organiser acting in the capacity outlined below.

3.5 The **Principal Organiser** is defined as the person nominated by the organisers of any events-related activity to be responsible for leading the management of the operational and logistical delivery of any event taking place at, on behalf of, or in association with the University.

3.6 **University-Managed Spaces** are a collection of teaching, meeting and event spaces on the University's campuses for which bookings, subject to the approval by the relevant authorising department, can be requested by all staff and students and external organisations.

3.7 A **Contractor** is defined as any third-party who undertakes a contract to provide skills, materials or services critical to the success of the event, for a fixed period and for a fixed price.

4 Procedural Principles

4.1 Roles and Responsibilities

4.1.2 **The Partnerships and Reputation Committee** has ultimate responsibility for:

- agreeing to the provision of University-managed spaces for a speaker, visit or event and/or
- granting permission for the University to be associated with an event

4.1.3 The **Provost** has responsibility for providing advice and determinations on academic-led events or visits, or events aimed specifically at an academic audience, where the risk level for external speakers/topics is determined to be High (see Appendix 4) and may take the referral to the AFPE Committee (Academic Freedom and Freedom of Expression) if there is any doubt regarding whether the University's commitment to academic freedom and freedom of speech within the law can be upheld.

4.1.4 The **Chief Student Officer** has institutional responsibility for PREVENT and for providing advice and determinations on student-led events or visits, or events aimed specifically at a student audience where the risk level for external speakers/topics is determined to be High (see Appendix 4), and may take the referral to the AFPE Committee (Academic Freedom and Freedom of Expression) if there is any doubt regarding whether the University's commitment to academic freedom and freedom of speech within the law can be upheld.

4.1.5 The **Director of Student Life** deputises for the Chief Student Officer on matters of PREVENT and may also be consulted on any events, visits or external speakers where there is any doubt regarding whether the University's commitment to academic freedom and freedom of speech within the law can be upheld.

4.1.6 The PRC may delegate authorisation of events deemed to be low risk to the **Event Approval Panel**.

4.1.7 **The Event Approval Panel**, a cross-departmental group whose membership includes **Head of Events, Head of Campus Safety, Head of Estates Operations, Sales Conference and Events Manager, Head of Student Records, Fees, Data and Scheduling, Health & Safety Manager** has responsibility for:

- receiving the Event Notification Form
- requesting further information from the Principal Organiser if needed

- determining the level of visit and/or event and providing guidance on appropriate protocols including seniority of University member who should host (see Appendix 5)
- ensuring that requests/notifications are competently assessed and authorised quickly if external speakers deemed to be Low Risk or a “Gold” event (see Appendix 4 and 5)
- conducting further due diligence checks if external speaker is deemed Medium Risk (see Appendix 3 and 4) and ensuring appropriate mitigating measures are in place.
- assisting the Principal Organiser with the booking of rooms, catering, signage, portering and signposting to relevant resources and templates
- referring events and speaker requests for which there is reasonable doubt over risk to the Provost or CSO and/or the PRC (see Appendix 3)
- ensuring that a copy of the Event Notification Form is retained centrally in line with records retention guidance

4.1.8 **The Principal Organiser** is responsible for:

- informing the University of events they plan to organize and/or visitors/external speakers they plan to invite by submitting a fully completed, accurate and timely **Event Notification Form** (See Appendix 1)
- implementing any actions that may be required by the University in order to ensure the event/visit runs peacefully and lawfully
- ensuring the external speaker(s) have received a copy of our External Speaker Code of Conduct
- ensuring the event/visit is fully risk assessed and relevant health and safety provisions put in place and that any accidents or near misses that may happen during the course of delivery are reported as per University guidance.
- ensuring the event meets the needs of attendees/guests and take due care to ensure accessibility to all i.e. venue access, parking requirements, accessible routes, etc.
- ensuring any and all contractors being used in the delivery of the event have their current Employers/Public Liability Insurance certificate, their own activity risk assessment, method statement and any other relevant documents checked before they come into campus.
- ensuring details of the event (once approved) are entered into the University Events Calendar
- ensuring the Event Approval Panel is informed of any significant material changes to the event including changes to external speaker line-ups

4.1.8.1 In addition, the Principal Organiser is responsible for undertaking an initial assessment of the external speaker if applicable:

- Has the speaker previously been prevented from speaking at the University of Surrey or other institution?
- Has the speaker been known to express controversial views?
- Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of existing legislations or the University policies?
- Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views may be in breach of existing legislation or the University policies?

4.1.8.2 Answering “Yes”, or not being able to respond definitively as “No”, to one or more of the above questions, does not mean that the event is automatically prohibited from taking place. The Principal Organiser should contact their Head of School/Professional Services Director to discuss possible risk mitigation measures. These measures should

be included in the Notification Form. The Event Approval Panel will undertake further assessment as part of the Notification process. (See Appendix 3 and 4)

4.2 Event or Visit Notification Process

(See Flow Chart at Appendix 2)

4.2.1 Step one – submission of event request and/or intention to invite a VIP / external speaker to campus:

- Anyone proposing to organise an event which falls into the categories outlined in 2.2 or for which they plan to carry out any of the activities listed in 2.3, must give the University timely notice.
- Notice is to be given by submitting a completed **Event Notification Form** to the **Event Approval Panel** at least 28 days in advance (longer is recommended)
- **The Principal Organiser** will need to complete the Event Notification Form disclosing the following information to enable a short assessment to be carried out:
 - Name and contact details of the Principal Organiser
 - Details of the proposed event or visit including date, preferred venue and planned activities
 - Name and biographical details of any and all external speakers and VIP visitors
 - Results of their initial assessment of the external speaker
 - Target audience and anticipated numbers attending
 - Details of funding they have in place to deliver their activities
- Planning of any event or visit taking place at, on behalf of, or in association with the University should not proceed until a properly completed Event Notification Form has been submitted and decision received.

4.2.2 Step two – review of event request:

The Event Notification Form will be reviewed by the **Event Approval Panel**. They will assess the Notification against a range of established criteria including but not limited to:

- The proposed date and whether it clashes with any other events and major activity on campus including any significant building works.
- The named external speaker(s) and level of risk presented.
- If the preferred venue space requested is available and adequate for the event requirements
- Whether the relevant operational teams have capacity / resource
- Whether there is adequate funding to deliver the event
- Whether there are any concerns regarding reputational risk

4.2.3 Step three – referral

4.2.3.1 In cases where the Event Approval Panel has determined that the External Speaker and/or topic is High Risk (see Appendix 4) they will make a referral to the Provost for academic-led events OR Chief Student Officer and/or Director of Student Life as deputy of CSO for student-led events, to make a determination on whether the external speaker should be invited and/or whether the event can proceed on grounds that the University's commitment to academic freedom and freedom of speech can be upheld.

The Provost or CSO may take the referral to the AFFE Committee (Academic Freedom and Freedom of Expression) if it is unclear whether the University's commitment to academic freedom and freedom of speech within the law can be upheld.

The Provost or CSO will make a determination that either:

- a) The speaker can be invited and event can proceed with mitigations in place
- b) The speaker cannot be invited, but the event could proceed with alternative speakers
- c) The event/visit cannot proceed on grounds that freedom of speech cannot be upheld

Should the Provost or CSO determine (c) the Panel will move straight to Step Four without additional referral.

4.2.3.2 In cases where the Panel has concerns, in addition to or aside from external speaker concerns, that proceeding with the event or visit has the potential to cause reputational damage, the Event Approval Panel will refer to the PRC to make a determination.

Reputational risk concerns include (but not limited to):

- Capacity of the University to manage the event safely
- Safeguarding concerns – i.e. the safety and well-being of children and vulnerable adults cannot be assured
- Concerns that by proceeding with the event the University may not be able to fulfil its PREVENT duties
- Ethical risks
- Potential for event to cause negative publicity
- Concerns about the event's impact on the environment or local community

Where the Panel has also referred to the Provost and CSO and they have determined (a) or (b), the Panel will inform the PRC of their finding. The PRC will make the final decision.

4.2.4 Step four – communication of decision:

Decisions will be clearly communicated to the Principal Organiser as soon as is reasonably practicable but normally within 10 working days of the submission of the Notification Form.

The possible outcomes of the assessment are:

- to authorise the event to proceed as planned and without adjustment
- to set specific conditions under which the event can proceed
- to refuse to give consent for an event to take place and/or speaker(s) to speak.

4.2.5 Right of appeal

Where the Event Approval Panel has refused to approve the event or visit to proceed, the Principal Organiser may make an appeal against the decision to the PRC. Requests for a review of the decision must be e-mailed to the Governance Officer (secretary of the PRC) secretariat@surrey.ac.uk with a request to add the review to the agenda of the next meeting of the PRC.

In some cases, where there was reasonable doubt about the event or visit, the PRC may have already been involved in the decision-making process as per Step Three (4.2.3.) The Principal Organiser will be informed of this as part of the communication of the decision.

The PRC's decision will be final.

4.2.6 There may be instances where an event is proposed, but external speakers not yet decided. i.e. an academic conference or similar. The Principal Organiser should still submit the event to the Notification Process. Once external speakers are decided, the Principal

Organiser should conduct their Initial Assessment (as per 4.1.8.1). If external speakers are low risk they may continue with their planning.

They should advise the Event Approval Panel of any external speakers who are Medium or High Risk (See Appendix 4).

The Panel will ensure appropriate mitigation measures are in place for Medium Risk external speakers.

The Panel will refer High Risk external speakers to the Provost and Chief Student Officer and/or Director of Student Life as deputy of CSO as per Step Three (4.2.3.). High Risk external speakers should not be officially invited until consent has been given.

5. Governance Requirements

5.1 Implementation: Communication Plan

This procedure will be communicated as follows (but not limited to):

- Key stakeholders have been included in the Consultation process
- Direct e-mail to known, regular event organisers across the University
- Direct e-mail to operational support teams
- Story in Surrey Staff Briefing and on MySurrey
- Post on relevant Teams Sites / groups including: University Events Forum Team Site – members of this forum include all regular event organisers and facilitators, and Communications Network.
- Via the Marketing & Communications market stall at the New Staff Induction Sessions
- Promotion at the Professional Services Conference in September 2025
- Presentation at quarterly MarComms meetings with individual Faculties

The Procedure will be made available via the [Events Toolkit](#) and University procedures webpages.

5.2 Implementation: Training Plan

- 5.2.1** Whilst specific training is not required, the University Events Team regularly run staff development workshops “How to run an event at Surrey” which can be booked as required through the [Learning and Development portal](#).
- 5.2.2** In addition, it is advised that the **Principal Organiser** is familiar with and making use of the University Events Team guidance and templates for managing events which can be found in the [Events Toolkit](#)

5.3 Procedure Review

This Procedure will be monitored for changes and updates by the Head of Events. This Procedure will be reviewed every three years or in line with relevant changes in legislation, if sooner. Significant changes to this Procedure would follow the same review and approval process.

5.4 Legislative Context and Higher Education Sector Guidance or Requirements

5.4.1 Applicable Legislation

- 5.4.1.1** The **Terrorism (Protection of Premises) Act 2025 (aka Martyn’s Law)** requires certain public premises and events to be prepared and ready to keep people safe in the event of an attack.

- 5.4.1.2 Higher Education (Freedom of Speech) Act 2023** imposes new free speech duties on universities and builds upon existing duties outlined in Section 43 of the Education (No 2) Act 1986. It also introduces new mechanisms for promoting, scrutinizing and enforcing compliance with those requirements.
- 5.4.1.3** Section 43 of the **Education Act (No 2) 1986** places a legal requirement on the University to ensure that “every individual and body of persons concerned in the government of any establishment to which this section applies shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers”.
- 5.4.1.4 The Counter Terrorism and Security Act 2015** include, in section 26, Prevent Duty Guidance which requires clear University Events policies to be in place, to ensure that when exercising functions of any kind, due regard has been given to the need to prevent people from being drawn into terrorism.
- 5.4.1.5 The Health and Safety at Work etc. Act 1974** applies to all work activities, including events. It required employers to ensure, so far as reasonably practicable, the health and safety of their employees, and anyone else who may be affected by their activities, including non-employees such as students.
- 5.4.1.6 The Management of Health and Safety at Work Regulations 1999** apply to everyone at work, regardless of the nature of that work. The Regulations require employers to plan, control, organise, monitor and review their work activities. Employers should assess the risks associated with significant hazards presented by the work activity, including events, in order to identify the preventative and precautionary measures necessary to reduce and control these risks. Specific hazards, such as manual handling, must be specifically risk assessed under separate legislation.
- 5.4.1.7 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)** require that certain types of accidents, specific cases of occupational ill health and certain dangerous occurrences must be reported to the Health and Safety Executive. In certain circumstances this can include injuries sustained by non- employees, e.g. students and members of the public attending events.
- 5.4.1.8 The Equality Act 2010** includes a public sector duty to: eliminate unlawful discrimination, harassment, victimisation; advance equality of opportunity; and foster good relations between people. This involves considering the need to remove or minimise disadvantages suffered by people due to their protected characteristics (gender, age, race, disability, religion/belief, sexual orientation, pregnancy/maternity, gender reassignment); meet the needs of people with protected characteristics and encourage people with protected characteristics to participate in public life or in other activities where their participation is low. This policy will endeavour to ensure that equality considerations are embedded within all event management processes.

5.4.2 Legislative Context

This procedure complies with the required ‘duty of care’ placed upon the University. As an event organiser, the University has a duty of care to both attendees and the personnel who are part of the preparation and running of the event and/or visit.

In addition to the above, the University has a duty to have due regard to the need to prevent individuals from being drawn into terrorism and must demonstrate how it seeks to maintain a safe environment where freedom of speech, expression and academic debate can exist.

5.5 Sustainability

Whilst the implementation of this procedure will have no direct impact upon sustainability, in terms of carbon emissions or energy consumption, the delivery of events has a staggering

impact on the environment. The average event attendee, for example, generates about 400 pounds of CO2 a day, but can reach up to 2,000 pounds when extensive travel is needed.

From flights and accommodation for guests and speakers, to transportation between the venue and hotels, to catering and event materials, organising an event will always generate carbon emissions such as methane and carbon dioxide, but targeted strategies can be built into event planning to reduce the impact and off-set emissions. Advice and guidance on how this can be achieved can be found in the [Events Toolkit](#).

6. Stakeholder Engagement and Equality Impact Assessment

6.1 An Equality Impact Assessment was completed on **08/05/2025** and is held by the Authorised Co-ordinator.

6.2 Stakeholder Consultation was completed, as follows:

Stakeholder	Nature of Engagement	Date	Name of Contact
Governance	Development and creation of the Procedure v1.0	09/04/2025	Kelley Padley
H&S	Development and creation of the Procedure v1.0	09/04/2025	Paul Daniell, Health and Safety Manager
Sustainability	Sign off of this Procedure v1.0	02/05/2025	Martin Wiles, Head of Sustainability.
Academic Freedom/ Freedom of Speech	Development and creation of the Procedure v1.0	09/04/2025	Abigail Bradbeer
Academic Freedom/ Freedom of Speech	Sign off of this Procedure v1.0	14/04/2025	Tim Dunne Provost
Our Operations – Chief Operating Officer	Sign off of this Procedure v1.0		Will Davies Chief Operating Officer
Our Students - Chief Student Officer	Sign off of this Procedure v1.0	29/04/2025	Emma Rowsell, Chief Student Officer
Equality, Diversity & Inclusion	Assistance with Quality Analysis	08/05/2025	Jo McCarthy-Holland, Equality & Diversity Advisor
Campus Safety	Development and creation of the Procedure v1.0	09/04/2025	Declan Baker, Head of Campus Safety
Campus Services	Review of Procedure v1.0	24/04/2025	Alan Sutherland Director of Campus Services
Campus Services	Development and creation of the Procedure v1.0	09/04/2025	Dan Jacobs Campus Services Development Lead

Estates and Facilities	Development and creation of the Procedure v1.0	09/04/2025	Susan Keirle, Head of Estates Operations
Estates and Facilities	Development and creation of the Procedure v1.0	09/04/2025	Donna Harding Head of Facilities Management
Residences	Development and creation of the Procedure v1.0	29/04/2025	Mani Talwar, Sales Conference and Events Manager
Residences	Development and creation of the Procedure v1.0	09/04/2025	Natalia Diaz Romero Event Coordinator
Student and Academic Administration	Development and creation of the Procedure v1.0	29/04/2025	Colin Reeves, Head of Student Records, Fees, Data and Scheduling
Student Events and Communities	Development and creation of the Procedure v1.0	03/06/2025	Charlotte Smyth, Student Events and Communities Manager
Student Events and Communities	Development and creation of the Procedure v1.0	03/05/2025	Melissa Oulton, Student Events Coordinator
Students' Union	Development and creation of the Procedure v1.0	03/06/2025	Alex McKee, CEO Students' Union
Students' Union	Development and creation of the Procedure v1.0	09/04/2025	Scott Martin Student Activities Coordinator – Activity Zone
Surrey Sports Park	Development and creation of the Procedure v1.0	09/04/2025	Duncan Ross Client Services Manager
VC's Office	Development and creation of the Procedure v1.0	09/04/2025	Monica Gluhak Executive Support and Engagement Officer

Appendix 1 – Event Notification Form

Event Notification Form - Outline

Section one – Event/Visit Details	
1	Organiser Details: Principal Organiser Name: Contact Email :
2	Proposed Date, Time, duration of Event / Visit (Date must be at least 28 days after the submission of this form) Do you have a date and time you would like to run this event / visit? How long will the event run for?
3	Target audience (profile and size)? How many people are you be expecting to be present at the event or Visit? How will the audience for the event be made up (students, staff, general public) What percentage are likely to be external attendees? Please tell us about any VIPs coming to your event in Section Two below
4	Do you plan to ticket this event? If not, how will you monitor and manage numbers of attendees?
5	Venue Do you have a preferred location that you would like to hold this event?
6	Funding Do you have a budget to deliver the event / visit?

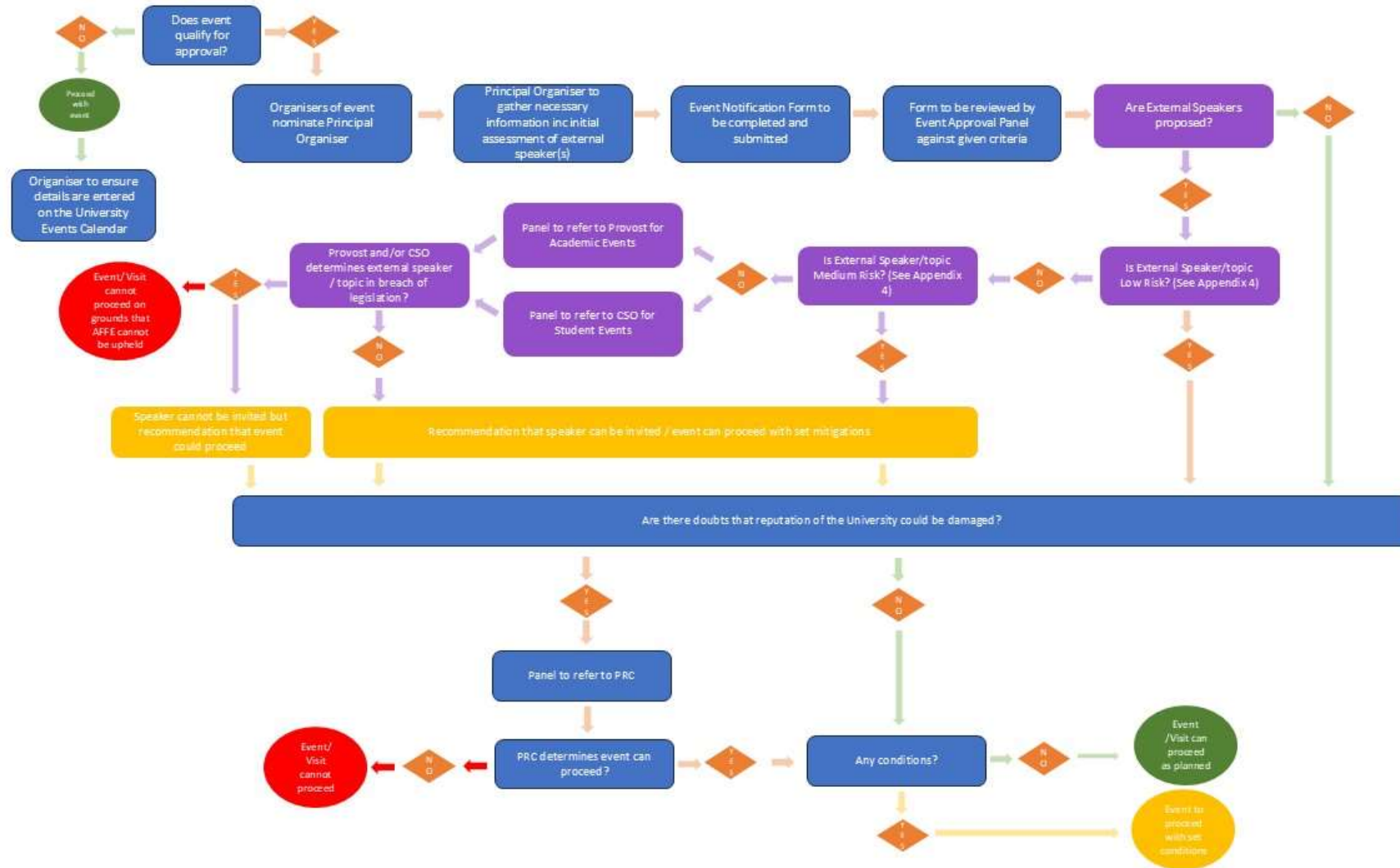
Section Two - Content	
1	What is the purpose of the event / for the Visit? Please provide a brief description setting out the context, theme, subject matter of the event or Visit and its objectives.
2	Please let us know about any plans for activities during your event or visit i.e. demos, catering, entertainment, installation of marquees or other temporary structures, etc.
3	Please provide details of VIP Visitors/Guests and/or External Speakers Full name and title, any organisations they may represent or be affiliated with (if known). Please attach a short biography / link to official biography if available.

4	Who will be hosting the Visitor / External Speaker on behalf of the University?
5	Have you completed an initial speaker assessment and what was the outcome?
	<p>Speaker(s) are Low Risk – submit form Speaker(s) are Medium Risk – go to question 6 before submitting form</p>
6	If speaker is considered medium risk, please detail the actions to be taken to mitigate this risk, as discussed with your Head of School / Professional Services Director

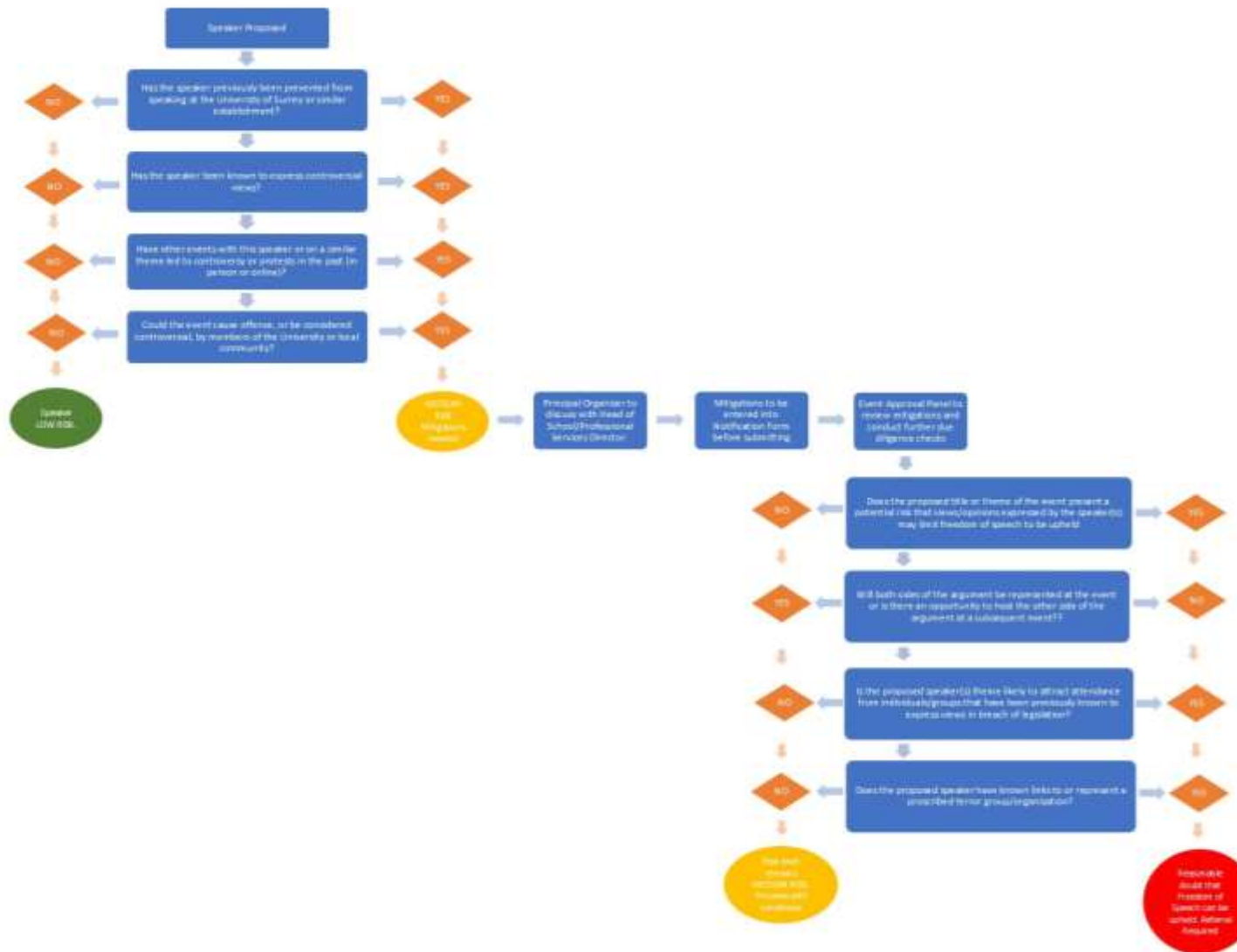
Initial Speaker Assessment

Has the speaker previously been prevented from speaking at the University of Surrey or similar establishment?	Y/N
Has the speaker been known to express controversial views?	Y/N
Have other events with this speaker(s) or on a similar theme led to controversy or protests either in person or online? If the answer is yes, please give more information here.	Y/N
Could this event cause offence, or be considered controversial, by members of the University or local community? If you think this is a possibility, please give more information here	Y/N

Appendix 2 – Notification and Referral Process Flow Chart



Appendix 3 – External Speaker Assessment



Appendix 4 - External Speaker Risk Rating Matrix

Risk Rating	Rating Description	Mitigation Measures
LOW	<ul style="list-style-type: none"> The speaker or guest is a known expert in their field and is not known to be controversial, or to hold controversial views. The speaker or guest's presence on the University campuses is not likely to be regarded as provocative in any way. The topic is not controversial nor is it likely to be regarded as offensive by anyone, but the speaker may hold a strong position on the topic. Access to the event is limited to the University students and staff only but attendance may be high. It is very unlikely to attract adverse media attention or require security presence 	<ul style="list-style-type: none"> Non-required, however a Risk Assessment should still be completed for the event.
MEDIUM	<ul style="list-style-type: none"> The speaker or guest is known to be controversial. The topic may be regarded by some as controversial and this could be a cause for concern even if attendance is likely to be low. There may be adverse media attention and security should attend. The speaker has been refused permission to speak at another institution before. Attendance at the event is high and is open to an external audience. 	<p>May include:</p> <ul style="list-style-type: none"> Varying the time or location of the event to enhance safety and accessibility. Appointing a chair to ensure the event proceeds respectfully and within planned parameters. Including multiple speakers to present diverse viewpoints, especially for contentious topics, promoting a balanced discussion. Implementing ticketing to manage entry and ensure attendees are pre-registered. Requiring a script or outline of all presentations beforehand to confirm alignment with the University's values and legal standards. Deploying extra security personnel as needed to ensure the safety of all attendees.

HIGH	<ul style="list-style-type: none"> • The speaker or guest and/or topic are extremely controversial and will definitely attract adverse media attention. • The speaker or guest has been refused permission to attend an event at the University of Surrey and/or other institutions before. • High attendance is expected at the event. • The speaker or guest and/or topic may attract protest from students and/or outside organisations. • Security presence would be essential. 	<p>To be determined as part of the Referral Process but likely to include:</p> <ul style="list-style-type: none"> • Operating as a closed event. • Appointing moderators or designated Chair to monitor the speaker's presentation and to intervene if necessary. • Developing a plan for addressing disruptions, including the possibility of stopping the event while in progress. • Hiring additional SIA accredited security and including bag searches as standard. • Liaising with local Police on arrangements for the event.
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Appendix 5 - Visit and Event Tiers

Events and Visits at the University are categorised into three tiers based on strategic importance, complexity and potential to enhance the profile of the institution. The tier will also dictate the level of protocol arrangements that should be in place including who will extend the invitation and/or receive and host the VIP(s). The Event Approval Panel will provide advice on other protocol arrangements and etiquette that should be observed for a VIP Visitor.

Tier 1 - Platinum

Platinum level events and visits are typically high-level and large-scale with a significant impact on enhancing the University's profile and relationships with key stakeholders. They are pan-University and directly support Surrey's strategic ambitions and will usually require extensive planning and coordination, and sizable funding and resourcing.

Host	Vice-Chancellor and/or senior officer of the University
VIPs	<ul style="list-style-type: none"> • Sovereigns and Heads of State (inc Presidents, Prime Ministers, Premiers) • Members of the Royal Family • Cabinet Minister (secretary of state) • Heads of Church (inc Cardinals, Archbishops, Chief Rabbi) • Chancellors and Vice-Chancellors of other universities • Senior diplomats inc Ambassadors and High Commissioners • Senior judicial office holders inc Lord Chancellor and Lord Chief Justice
Audience	Mostly external (over 70%)
Coordination and Planning	Centrally

Tier 2 - Diamond

Mid-sized event that may have a significant impact on the profile of a specific area. Diamond events may require less extensive planning and fewer resources than Platinum events.

Host	Executive Board Member and/or Executive Dean
VIPs	<ul style="list-style-type: none"> • Ministers-of-State and Members of Parliament • Senior officers from regional and local government inc Lord-Lieutenant, High Sheriff and Mayors

	<ul style="list-style-type: none"> • Diocesan clergy (inc Bishops, Dean of Cathedral, Rabbis) • High profile and notable Academics (nobel prize winners) and senior leaders of other universities • Heads of higher education bodies and research councils • Second-ranking diplomats inc Minister and Counsellor • High Court Judges, Police Commissioners and Chief Constable
Audience	External audience makes up 50 to 70%
Coordination and Planning	Coordinated at faculty and/or department level, but with some support from central teams.

Tier 3 – Gold

Smaller, more routine events that are important at a local-level but do not have the same level of impact or complexity as Platinum and Diamond events.

Host	Head of School and/or Head of Department
VIPs	<ul style="list-style-type: none"> • Junior ministers (Parliamentary under-secretaries) • Professors and Academics from other universities • Junior diplomats • Local Government Officials and Councillors • Judges
Audience	External audience makes up less than 50%
Coordination and Planning	Wholly managed at faculty/department level.