**Freedom of Speech Application Form**

This form should be completed, providing additional information about an event requested to take place on University premises. The Application Form should be submitted (by the Event Organiser) 15 working days in advance of the proposed event.

**Please Complete Table A and Table B and sign this page**

**If there is more than one Session in your Event or more than one Speaker (or panel member), please complete a separate TABLE B for each Session and/or Speaker**

Please note that in upholding the right of freedom of expression and academic freedom the University recognises and encourages the need for free debate, therefore all Visiting Speakers will be asked to take questions from those attending the Event, so that the opinions and theories expressed can be tested and challenged openly and within the boundaries of the law.

Where permission has been granted for an Event, the Organiser must inform the University immediately if there is any change to that Event and/or to any of the information contained in this Application Form.

Such a change may trigger a re-assessment of the decision to grant permission and the Organiser may be required to submit a further Application Form with appropriate amendments.

**The Organiser should complete and return Application Form to the Events team a minimum of 15 working days before the proposed event.**

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| **Confirmation by Organiser**  **To be read and signed by the organiser (electronic completion accepted):**  I confirm that the information I have provided in Table A and Table(s) B about the proposed event is correct, to the best of my knowledge.  I have also read the Freedom of Speech Policy and confirm that this event and its speakers will adhere to the principles of the policy.  I confirm that attendees will have the freedom to choose where they may sit (except where specific seating is designated for speakers, or space is designated for other legitimate reasons, for example to meet childcare or disability access requirements).  The Freedom of Speech policy can be found within the University Core and Organisational Governance section of the: [University Policy and procedures pages http://www.salford.ac.uk/policies](http://www.salford.ac.uk/policies) or the direct link is <http://www.salford.ac.uk/__data/assets/pdf_file/0005/498983/Freedom-of-Speech-Policy.pdf> | |
| Signed: | Date: |

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| **TABLE A: GENERAL EVENT INFORMATION** | |
| A1 | Event title: |
| A2 | Date and time: |
| A3 | Organisers full name: |
| A4 | Organisers contact details (e.g. email/tel/postal address): |
| A5 | Is the event likely to generate unsolicited (or solicited) media interest? If yes, please provide details: |
| A6 | Is there likely to be controversy or threat of disruption at this event? If yes, please provide details: |
| A7 | Please provide any other details about the event that should be noted i.e. has there been any controversy at previous events? |
| A8 | Would the event be perceived by anyone as conflicting with the University’s commitment to equality and inclusion? |
| A9 | How many people are likely to attend? |
| A10 | How and where will the event be advertised? |
| A11 | Will material be distributed before/during/ after the event? If so please provide copies |
| A12 | What conditions will be requested for the event e.g. ticketed, open to the public, intention to separate attendees etc? |

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| **TABLE B: SPEAKER INFORMATION**  **If there is more than one Session in your Event or more than one Speaker (or panel member), please complete a separate TABLE B for each Session and/or Speaker** | |
| B1 | Speaker’s full name: |
| B2 | Speaker’s organisation and website URL: |
| B3 | Subject matter:  (e.g. religion/politics/training/hobbies) |
| B4 | Title of Session |
| B5 | Summary of Contents of Session: |
| B6 | Language of Session |
| B7 | Session start and end time: |
| B8 | Has the speaker spoken at the University before? If yes, please provide date and subject: |
| B9 | Has the speaker been refused to speak here or at other educational establishments before? |
| B10 | Will the speaker be accompanied by any other persons? If yes please provide their full names |