**Designated Activity Request Form**

An event or meeting may be a Designated Activity even if the speaker is an employee or registered student of the University and the Principal Organiser must complete this form in relation to any such Activity.

**Please send the completed form to** **coo@bournemouth.ac.uk** **at least 15 working days before the date of the proposed event.**

|  |  |  |
| --- | --- | --- |
| 1 | Event title: |  |
| 2 | Date:  |  |
| 3 | Time: |  |
| 4 | Venue: |  |
| 5 | Principal Organiser’s full name: |  |
| 6 | Principal Organiser’s contact details:(organisation/address/email/tel. contact no.) |  |
| 7 | Speaker’s full name:**If there is more than one speaker, please complete a form for each speaker** |  |
| 8 | Speaker’s organisation:(Title of organisation and website url) |  |
| 9 | Speaker’s contact details:(address/email/tel. contact no.) |  |
| 10 | Speaker’s time of arrival: |  |
| 11 | Speaker’s time of departure: |  |
| 12 | Name of appointed Chair:  |  |
| 13 | Subject matter of event: |  |
| 14 | Does the event have any controversial subjects?If yes, please provide details:  | Yes/No\* |
| 15 | How will the event be advertised and in what language? |  |
| 16 | Is the event being sponsored and, if so, who by:  |  |
| 17 | Who is expected to attend the event (e.g. staff, students, named guests, general public): |  |
| 18 | What conditions will apply to entry to the event (e.g. ticketed, open to the general public): |  |
| 19 | Number of individuals expected to attend the event: |  |
| 20 | Is there an intention to segregate the event:If yes, please provide further details: | Yes/No\* |
| 21 | What publications or materials will be available to attendees: |  |
| 22 | Has the speaker spoken at the University before?If so, please provide date(s): | Yes/No\* |
| 23 | Has the speaker been refused to speak publicly or at any other educational establishment before?If yes, please provide details: | Yes/No\* |
| 24 | If the event is approved, is there a likelihood of media interest? | Yes/No\* |
| 25 | Please provide details of any other details about the event that should be noted: |  |
| 26 | (a) Have you made the speaker and Chair aware of the University’s:- Code of Practice on Freedom of Speech, - Dignity, Diversity and Equality Policy; and- Dignity and Respect (Harassment) Policy and Procedures(b) Have the speaker and Chair agreed in writing to comply with the above Codes and Policies?  | (a) Yes/No\*(b) Yes/No\* |
|  |  |  |
|  | Principal Organiser’s signature: |  |
|  | Date of signature: |  |

Please email this form to coo@bournemouth.ac.uk for consideration by the Chief Operating Officer

\* Delete as appropriate