



EXTERNAL SPEAKERS FOR TEACHING ACTIVITIES

This form must be completed when you know who the external speaker(s) for your event is/are and before you confirm the booking:

Programme (e.g. BA1, MA History of Art etc)

Title of Option/module: _____

Name(s) of the External Speakers

Description and content of the teaching activity to be delivered:

Contact Details for the External Speaker(s)

Address:

Tel No:

Email:

1	To the best of your knowledge has the speaker previously been prevented from speaking at the Courtauld or another University or similar establishment or previously been known to express views that may be in breach of the External Speaker Code of Conduct	Yes/No (please delete as appropriate)
2	Does the proposed title or theme of the event present a potential risk that views/opinions expressed by	Yes/No (please delete as appropriate)

	speakers may be in breach of the External Speaker Code of Conduct?	
3	Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?	Yes/No (please delete as appropriate)

As the event organiser I understand that this form must be submitted normally 10 working days prior to the event. I have read and complied with the Policy on External Speakers.

I understand that the Courtauld may review its decision if further information emerges about the proposed event.

Name:

Signature:

Date:

If the answers to these questions are NO please book your external speaker in the usual way and send them a copy of the External Speakers Code of Conduct.

Please return this form to Student and Academic Services.

If the answer to any of these questions is YES please send this form to the Dean and Deputy Director

If you are unclear about these questions please contact the Dean and Deputy Director.