**External Speaker Request Form**

An External Speaker Request Form must be completed for all events or lectures on LSBU premises or its subsidiaries, as well as any LSBU or London South Bank University Student Union affiliated, funded or branded event held off-site, where external speakers are intended to participate.
If you wish to invite an external speaker, please fill in all fields and all details and email your completed form to opportunities@southbank.su

**Forms should be submitted to the Students’ Union at least 21 days prior to the event.** The request must be approved by the Union and the University before the event can take place.

| Event Owner/Organiser |  |
| --- | --- |
| Email Address and Telephone Number of Event Organiser |  |
| Title of Event |  |
| Date and time of event |  |
| Is the event open to the public?*(including students from other universities)* |  |
| Is the event advertised externally?If so – where?*(web address, social media site etc)* |  |
| Is the event on, or off campus? |  |
| Description of the event(What topics will be covered, activities planned?) |  |
| Name of Guest Speaker(incl. names of any guests they will be bringing with them) |  |
| Time of arrival and departure of Guest Speaker |  |
| Information on the speaker and any guests(eg. Organisations they are linked to, published work and websites.) |  |
| Speaker’s Email Address and telephone number |  |