

BOOKING AN EXTERNAL SPEAKERS STUDENT-LED VOLUNTEERING PROGRAMME

If a Student-Led Project is organising an event with an external speaker, the Students' Union UCL Clubs & Societies regulations will apply.

External speakers include anybody who is not a UCL Student or a UCL member of staff.

Please note you must seek approval for all external speakers and you may not publicise your event or your speaker until they have been approved.

You can find [guidance on how to organise an event with an external speaker](#), as well as the [Student's Union UCL External Speaker Information and Process](#) document. As stated there, you must also ensure you circulate the [Briefing for External Speakers at Student's Union UCL Events](#) to the external speaker, and they should agree in writing to comply with that policy whilst being hosted at your event.

Project Leaders should complete and submit the [external speakers request webform](#) at least ten working days (in effect, two weeks) in advance of the event.

When completing the webform, please select 'Student-Led Volunteering Project' in the 'Requestor type' field, and then select the name of your project in the 'Student-Led Project' field.

Please also inform your Project Supervisor that you are planning to organise an event with an external speaker.