**University of Strathclyde External Room Booking Enquiry Form**

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| **Section A – Event Organiser Details** | |
| 1. **Organiser’s Name** |  |
| 1. **Organiser’s Email Address** |  |
| 1. **Organiser’s Telephone Number** |  |
| 1. **Student Society / Club ID (if applicable** |  |

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| **Section B – Guest Speakers’s Details** | |
| 1. **Speaker’s Name** |  |
| 1. **Speaker’s Email Address** |  |
| 1. **Organisation or Society that the Speaker represents (if applicable)** |  |
| 1. **Where possible, please provide weblinks to any background material (this can be a company or personal website, LinkedIn profile or relevant social media page)** |  |
| 1. **Has the speaker spoken at University of Strathclyde (or any other educational institution) events previously?** |  |
| 1. **If ‘Yes’ to (5), please provide details / dates.** |  |

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| **Section C – Room Booking \*\*\*Please do not advertise your event until you have received confirmation of your room booking\*\*\*** | | | |
| 1. **Date of Event** | | Sunday 26th February | |
| 1. **Start Time** |  | 1. **Finish time** |  |
| 1. **Title and purpose of event?** | |  | |
| 1. **Room Requirements (location, room name if known, AV facilities, accessibility requirements)** | |  | |
| 1. **Is the event ticketed?** | |  | |
| 1. **How will the event be advertised? (eg. Internally / social media/ press)** | |  | |
| 1. **Is there any known or likely media interest?** | |  | |
| 1. **Is the event likely to impact on the University’s or Student Union’s reputation?** | |  | |
| 1. **Is the event likely to impact on the safety of students, staff or the wider community attending the event?** | |  | |
| 1. **Do you have any reason to believe that extremist vies are likely to be expressed at the event? (‘Extremism’ is considered to be vocal or active opposition to fundamental university values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs)** | |  | |
| 1. **Are you or anyone else involved in organising the event aware of any reason why any part of the University (or wider University community) would take issue with the speaker and potentially protest?** | |  | |
| 1. **Will any literature, publications or other materials (such as CDs / DVD/s, presentation materials ) be distributed or made available to attendees?** | |  | |
| 1. **Will the event be recorded / broadcast?** | |  | |

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| **Section D - Attendees** | | |
| 1. **Is the event open to:** | | 1. **Please indicate below how many attendees you expect (approximately)** |
| **Students** |  |  |
| **University Staff** |  |  |
| **Invited Guests** |  |  |
| **General Public** |  |  |
| **Total number** | |  |