



Appendix 4

TEMPLATE FOR APPROVAL OF EXTERNAL SPEAKERS

Name of requestor		Programme				
Event title		Date of Session				
Aim of the session		Guest Speaker				
Name and Address of organisation		Name and Address of Organisation Confirmed	Yes	No	Location of information	
Study Centre Location or VLE		Resources or materials being used or distributed:		Contents checked and suitable	Yes	No
Any risks identified:						
Member(s) of staff to be present at event:						
SMT approval and/or actions [to be completed by Secretary to SMT only]:						
Date of SMT Meeting:						

Appendix 4

