



# ESCP Business School

## External Speaker Policy

(London Campus)

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## **1) Introduction**

ESCP Business School has a long and rich history as an academic institution that has regularly welcomed visiting speakers from around the world to its various campuses. Such speakers have brought and continue to bring great diversity of experience, insight and opinion, enriching our lectures and sparking discussion and debate among our students, staff and visitors alike.

This External Speaker Policy provides guidelines for inviting and hosting external speakers, ensuring that events are conducted responsibly and lawfully. This policy supports OfS Condition E1 by balancing freedom of expression with the need for safety and inclusivity.

The purpose of this policy is to set in place a framework for visiting speakers to ensure that this proud heritage, where debate and challenge are not only permitted but expected, can continue for current and future generations.

## **2) Policy statement**

As an institution of higher education, providing an environment where intellectual and scholarly freedom can thrive is essential to our core mission; to our teaching, to our research and to the experience we offer our students. Freedom of speech is fundamental to ESCP Business School's programmes. The Management and Board of ESCP Business School therefore require all employees and students to tolerate and protect the expression of opinions within the law whether or not these opinions are repugnant to them. Accordingly, and in line with its statutory obligations ESCP Business School London has a Code of Practice on Freedom of Speech which the Board has approved and adopted. This Code is binding on all members of ESCP Business School.

Anyone organising an event that involves an external speaker or speakers to be hosted by or at ESCP Business School (on campus, online or elsewhere) must ensure that ESCP Business School's External Speaker Policy and Code of Conduct are followed. An event includes any gathering that involves an external speaker addressing a group, including in a teaching, learning or research setting (class, conference, and seminar) or in the context of extracurricular activity. The person organising the event must undertake a first assessment of the proposed external speaker (as set out below) and, if there are any concerns, escalate the decision about

whether to invite that speaker as set out in the booking process. Ensure that all speakers are made aware of, and given a copy of the Code of Conduct. Please note that failure by a member of staff or student to comply with this policy will be treated very seriously and may be subject to formal action under ESCP Business School London's campus normal disciplinary processes for staff and students.

### **3) Booking an External Speaker**

Anyone organising an event as described above must complete the External Speaker Booking Form (see appendix 1 External Speaker Booking form) within the process detailed below.

The majority of external speaker requests will be straightforward and can be handled entirely at a course level. In these cases, following the steps outlined in the "Assessment of proposed external speaker(s)" below will suffice.

However, some requests may be complex and may require referral for further consideration. The referral process will only apply in exceptional circumstances given the nature of speakers and topics covered – who could be deemed to be higher-risk (see appendix 2 External Speaker Referral Form).

### **4) Assessment of Proposed Speaker**

The External Speaker Booking form (appendix 1) is available for event organiser to complete. Where more than three employees from the same company attend an event, background checks may be conducted on the companies attending rather than the individuals. Similarly, for bigger events like career's fair, conduct background checks on the companies and not the individuals

Prior to the confirmation of any external speaker or organisation's representative, the event organiser will be responsible for assessing the speaker or the organisation against the following set of checks:

- **Question 1**

Has the speaker or the organisation previously been prevented from speaking at ESCP Business School 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?

- **Question 2**



Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct?

- **Question 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?

**If the answer to all three questions is NO:**

The event organiser can confirm the external speaker and 'book' them to speak to their course in the normal way. (Please note that the external speaker must be sent a copy of the External Speaker code of conduct).

**If the answer to any of the questions is MAYBE:**

The event organiser must seek guidance from their line manager. Director of Student and Academic Services will further review the speaker(s) against the questions above.

**Ultimately, if the answer to any of the questions is YES:**

It is the responsibility of the event organiser to submit a “referral form” appendix 2 to the Quality office.

**The referral process**

**To make a speaker referral submission:**

1. Complete “External Speaker Referral Form”
2. Complete all sections of the form with as much detail as possible.
3. Send the form as an attachment to the Director of Student and Academic Services at [fmele@escp.eu](mailto:fmele@escp.eu) for review and approval.

**Related documentation to consider**

- External speaker code of conduct
- External speaker booking form
- External speaker referral form

***Please note:***

- Academic Directors will be responsible for enacting the external speaker booking process and ensuring compliance with the External Speaker Policy
- Events team be responsible for implementing a system to support all events with proposed external speakers on our campus in London.

- The External Speaker Policy and approval process will be continually reviewed and updated in response to legislative changes and other factors.

## 5) Appendix 1: External Speaker Booking Form

<b>Part 1: Event Organiser details:</b>
<b>Name:</b>
<b>Department:</b>
<b>Job role:</b>
<b>Contact details (tel no. and email)</b>

Please consider the following guidelines when completing this form:

- All external speakers are subject to background checks.
- Where more than three employees from the same company attend an event, background checks may be conducted on the companies attending rather than the individuals.
- For bigger events like career's fair, conduct background checks on the companies and not the individuals.
- For any other situation, please seek advice from the Quality Office.
- Complete part 1 and 2 for both individuals' and company's assessments.
- Complete part 3 and 4 for the assessment of individual speakers only.
- Complete part 5 and 6 for the assessment of companies only.

<b>Part 2: Proposed event details:</b>
<b>Proposed event title:</b>
<b>Proposed event date and time :</b>
<b>Proposed/preferred venue:</b>

**Description (including event format, aims and objectives):**

**Target audience (profile and size).** *Please indicate and give details if you believe the event will attract any groups or individuals that have previously been known to express views that may be in breach of the External Speaker Code of Conduct?*

### Part 3: External Speaker Details

**Full Name**

**Organisation**

**Position Held**

**Contact Email**

**Contact Number**

**Please indicate what documents/credentials/link to biographical information were checked. Please include links to the speakers' website and social media links**

**Does this speaker have an affiliation? E.g. Religious/political/campaigning?**

**Please declare any knowledge of controversy attracted by the speaker or topic in the past**

### Part 4: External Speaker Assessment

Question 1: Has the speaker previously been prevented from speaking at ESCP Business School 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
- Maybe

Question 2: Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of the External Speaker Code of Conduct?

- Yes
- No
- Maybe

Question 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
- Maybe

**If the answer to all three questions is NO:**

The event organiser can confirm the external speaker and 'book' them to speak in the normal way. (Please note that the external speaker must be sent a copy of the External Speaker code of conduct).

**If the answer to any of the questions is MAYBE:**

The event organiser must seek guidance from their line manager. Director of Student and Academic Services London Campus will further review the speaker(s) against the questions above.

**If the answer to any of the questions is YES:**

It is the responsibility of the event organiser to directly submit the "referral form" to Florence Mele – Director of Student and Academic Services at Campus in Room F10 or email [fmele@escp.eu](mailto:fmele@escp.eu)

**Part 5: Organisation Details (complete this part for assessing organisations)**

Name of the Organisation

Contact Email

Contact Number

Please indicate what documents/credentials/link to organisation's information were checked.

Does this organisation have an affiliation? E.g. Religious/political/campaigning?

Please declare any knowledge of controversy attracted by the organisation or topic in the past

**Part 6: Organisation's Assessment (complete this part for assessing organisations)**

Question 1: Has the representative of this organisation previously been prevented from speaking at ESCP Business School 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
- Maybe

Question 2: Does the proposed title or theme of the event present a potential risk that views/opinions expressed by representative may be in breach of the External Speaker Code of Conduct?

- Yes
- No
- Maybe

Question 3: Is the proposed 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
- Maybe

*If the answer to all three questions is NO:*

The event organiser can confirm the external speaker and 'book' them to speak in the normal way. (Please note that the external speaker must be sent a copy of the External Speaker code of conduct).

*If the answer to any of the questions is MAYBE:*

The event organiser must seek guidance from their line manager. Director of Student and Academic Services London Campus will further review the speaker(s) against the questions above.

*If the answer to any of the questions is YES:*

It is the responsibility of the event organiser to directly submit the "referral form" to Florence Mele – Director of Student and Academic Services at Campus in Room F10 or email [fmele@escp.eu](mailto:fmele@escp.eu)

**Event organiser's signature:**

**Date:**

## 6) Appendix 2: External Speaker Referral Form

<b>Part 1: Event Organiser details:</b>
<b>Name:</b>
<b>Department:</b>
<b>Contact details (tel no. and email)</b>

<b>Part 2: Proposed event details:</b>
<b>Proposed event title:</b>
<b>Proposed event date and time:</b>
<b>Proposed External Speaker(s):</b> <b>Name:</b> <b>Links to biographical information:</b> <b>Target Audience:</b> <b>Details if you believe that any of your proposed speakers have previously been prevented from taking part in an event (at an ESCP Business School event/activity or an event/activity at another campus across the ESCP Business School group, University or similar establishment.)</b> <b>Which of the “external speaker assessment” criteria questions have triggered this referral? Please provide details</b>



When completed, please submit to Director of Student and Academic Services, London as an email attachment at: [fmele@escp.eu](mailto:fmele@escp.eu)

Approved	Not approved
Signature	Date