**CAJ Event Proposal and Speaker form**

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| **Enquirers Details** | |
| Name: |  |
| E-mail and Phone Number: |  |
| Enquiring on behalf of: |  |
| **Event Details** | |
| Event Title and purpose:  E.g. conference, meeting, training, speaker event  Please also provide a short description of the event. |  |
| Event Date[s] & Timings: |  |
| Required venue: |  |
| Anticipated number of attendees |  |
| Is the event open to the broader public, or only to UCL Staff and Students? |  |
| Attendees under 18:  Please specify if it is possible that any attendees will be under that age of 18 |  |
| Number of rooms required:  Please specify if wheelchair access is required |  |
| Room layout: |  |
| Equipment requirements:  Whiteboard, markers, flip charts etc. |  |
| Catering requirements:  Prices on request |  |
| Materials:  Please specify if materials [or other items] will be delivered in advance |  |
| Vehicular access/parking:  Please specify if vehicular access or/parking is required |  |
| **Required Information for Speaker Events** | |
| Name of Speaker: |  |
| Organisation Speaker is associated with: |  |
| Has this speaker spoken at the University previously?  If YES, when? |  |
| Please describe in detail what the talk will cover |  |
| Has the Speaker in the past, or might the Speaker on this occasion, cause offence to the groups defined in the Equality Act 2010 (including age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation)?  If YES, please provide details |  |
| **Event Procedure and Promotion** |  |
| If the event is being advertised will the event be advertised in a language other than English?  If so, which language? |  |
| What material will be available at the event? |  |
| Is there any intention to segregate the event in any way? |  |
| Do you foresee that the event could pose a possible threat of disruption and if so why? |  |
| Will the media be permitted to attend? |  |
| Please provide details of any event sponsor. |  |
| Signed: | Date: |