Dear **NAME of THE EXTERNAL SPEAKER**,

The University of Leicester Students’ Union would kindly like to thank you, on behalf of the University of Leicester Students’ Union **NAME OF THE STUDENT GROUP** for agreeing to attend their event titled “**NAME OF THE EVENT**” on **DATE**.

We appreciate the time and support you have offered to our Student Group to ensure their event is a success. To confirm your attendance at this event, we require you to send a confirmation email to [unionactivities@leicester.ac.uk](mailto:unionactivities@leicester.ac.uk) or **sign this form and provide it to the student group** organising the event as soon as possible:

1. Confirmation that you are still able to attend the above meeting/event

2. Confirmation that you will abide by the University of Leicester’s Equality Policy Statement, which can be found here: <https://www.leicesterunion.com/pageassets/opportunities/societies/committeehub/resourceaz/Equality-Statement-Eexternal-Visitor.pdf>

3. Confirmation that you are happy with the requirements that are stated below:

The University of Leicester Students’ Union is committed to providing a forum that facilitates Freedom of Speech while providing a safe space for our students and the public. We support events that contribute to the extra-curricular development of students while requesting that all speakers and attendees be respectful of the beliefs and opinions of others as well as the laws that protect individuals and groups from intimidation, discrimination, and harassment. By attending a University of Leicester Students’ Union event, you agree to uphold our policies regarding Freedom of Speech.

To ensure that all our student-led events meet the equality policy set out by the Equality and Human Rights Commission [(Gender Segregation and Events and Meetings, 2014),](https://www.equalityhumanrights.com/sites/default/files/guidance_for_universities_and_students_unions_17-07-14.pdf) gender segregation is not permitted. The only exception is when the society/group leads formal prayers.

We hope that the event goes well.

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**I confirm my acknowledgement of the aforementioned and will ensure that the regulations safeguarding our student community are followed:**

|  |  |
| --- | --- |
| *To be completed by the invited external speaker:* | |
| **Your Name** |  |
| **Your Signature**  **(Non-Typed)** |  |
| **Date** |  |

Please feel free to contact us if you need any further information.

**Yours sincerely,**

**The Activities & Volunteering Team**

University of Leicester Students' Union

Percy Gee Building

University of Leicester, LE1 7RH

**w:** [www.leicesterunion.com](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.leicesterunion.com%2F&data=04%7C01%7Cad537%40leicester.ac.uk%7C6ea293936e6a4d839a8508d98ef71912%7Caebecd6a31d44b0195ce8274afe853d9%7C0%7C0%7C637698014182146249%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=IORGMoAXdctOrvfw6YCjzegJWkyMCwApiWV9q6f2Iq8%3D&reserved=0)



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Our email disclaimer can be found [here](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.leicesterunion.com%2Femail%2F&data=04%7C01%7Cad537%40leicester.ac.uk%7C6ea293936e6a4d839a8508d98ef71912%7Caebecd6a31d44b0195ce8274afe853d9%7C0%7C0%7C637698014182176230%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=Ent3B%2F2lBG4ITd11LqdfpxeVPwnA7VyBcXSdV7n0x7Q%3D&reserved=0)