

WPI Conference & Events Office External Speaker Policy

Purpose

This policy governs requests to bring external speakers to campus. For purposes of this policy, the term “external speaker” means any person (or group) who is not a current WPI student, faculty or staff member. This policy does not apply to external speakers invited for official University or departmental colloquium or speaker series. The University reserves the right to modify this policy at any time.

Procedure

Requests for an External Speaker to Appear on Campus

1. Members of the WPI community seeking to invite an external speaker should obtain approval from the Student Activities (student events) or Dean/Department Head (department or academic) by submitting the [external speaker form](#). Requests should be made at least 14 days in advance of a proposed event, although this time may vary depending on the nature of the event, security needs, etc.
2. Speaker forms must include the following information and, once approved, be submitted to your Event Planner:
 - The name of the person or organization seeking to invite an external speaker to campus
 - The name of the proposed external speaker, including any organizational affiliation, a description of the speaker’s bio, and a copy of the speaker’s CV, if available
 - The date, time and location of the proposed event and an indication as to whether increased security may be necessary
 - The number of people expected to attend the event, whether there will be a charge for attending the event; and whether the event will be open to the public
 - Copies of any advertisements or communications publicizing the event.
3. All decisions whether to approve or disapprove an event involving an external speaker are within the discretion of the University. WPI reserves the right to approve or disapprove the use of University facilities or services for an external speaker.

Responsibility

Costs and Non-transferability of Authorization

1. The University may charge for the use of its facilities or services, including the costs of security. The applicant and the sponsoring group assume responsibility all for costs associated with the use of University facilities or services, and for any damage caused by group members or event participants. The applicant and the sponsoring group may also be subject to disciplinary action and penalties for any failure of group members or event participants to comply with University rules and regulations, including campus health and safety standards. The University reserves the sole right to determine security needs and costs for a proposed event. In addition, depending upon the nature of the proposed event, the applicant and/or sponsoring group may be required to obtain insurance naming the University as an additional insured.

2. Permission for an event is not transferrable. Substituting a different external speaker or transferring control of an event to another organization, group, or individual is prohibited, and may result in the termination of permission to use WPI facilities or services.