



UK

Authorisation form for external visitors/speakers

Event information

Type of event Please state whether event is part of curriculum	
Name of event	
Date of event	
Event organiser	
Any other pertinent information	

Visitor/Speaker information

First name	
Last name	
Employer or organisation	
Position	
Subject of the visitor/speaker's intervention	
DBS information (can the person supply copy of an existing enhanced DBS check with child barring list note)	

Any visitor and guest speaker must be supplied the company's 'Visitors' Policy and Procedures' and confirm in writing that they will comply with all EM Normandie's policies in procedure, available on www.em-normandie.co.uk.

In addition, guest speakers must be supplied with a copy of the company's 'Statement on Freedom of speech' and may be asked to supply, where appropriate, more detailed information regarding their person, such as a copy of their passport and Right-to-Work in the UK, and the subject on which they will address the students, such as an abstract.

Please submit the completed form to the Principal for approval prior to the event.

Date of submission:

Signatures

Organiser, Name

Approval by Principal

Annex 1 – Control tabe

Version	v1	Name	Role	Date
Created by :		Birgit Muller	Office Manager	Aug 2025
Approved by :		Miriam Schmidkonz, Principal		
Version	v2	Name	Role	Date
Reviewed by :				
Changes approved by :				
Version	v3	Name	Role	Date
Reviewed by :				
Changes approved by :				