



External Guests & Visitors Waiver Form for Guest Speakers

Please note:

A copy of this completed form must be returned to the Events Administrator within (3) days of making your request.

Security may be added to your reservation at the discretion of the Director of Operations and Head of Security if deemed necessary. Fees may apply.

When you make a booking with the SSMU, you agree to respect the **Bylaws** and the **Terms and Conditions** of your contract.

You can access and refer to the '**Bylaws**' here:

<https://ssmu.ca/wp-content/uploads/2017/05/Internal-Regulations-of-Student-Groups-2016-04-07.pdf?x26516>

You can access and refer to the contract '**Terms & Conditions**' here:

<https://ssmu.ca/wp-content/uploads/2014/06/EVENT-CONTRACT-AND-RENTAL-AGREEMENT.pdf?x26516>

Requestor

Event Organiser ("signee"): _____

E-mail: _____

Phone Number: _____

Club, ISG, Faculty Association or Other (please specify): _____

Guest Information

Speaker (full name): _____

Proposed Speaker Contact Information:

a. Phone Number: _____

b. Email Address: _____

Please provide a brief biography of the speaker (education, work, past events):

Is the proposed speaker affiliated to any organizations? Yes No

If yes, please provide details (include organisation name, nature of affiliation, short descriptions):

Will the speaker be accompanied by other associates and/or retinue? Yes No

If yes, please provide the following details :

a. Full Name(s):	_____	b. Position/Affiliation:	_____
	:		:
	_____		_____
	:		:
	_____		_____

Event Information

Do you have an existing reservation? Yes No

If yes please record your Contract #: _____

**applicable for those who have already submitted a request for their event and have been sent a tentative contract awaiting confirmation and/or approval.*

If no, please provide us with the following details, and we will create a contact for you!

Proposed Title:

Proposed Event Topic(s)/Content:

Event Description:

Proposed Event Date: ____ / ____ / ____ (Year/Month/Day)

Event Time: ____:____ to ____:____ (Start to Finish)

Proposed Venue: _____

Targeted Audience: _____

Expected Attendance: _____

Links to event on social media:

Security Details & Risk Assessment

The Students' Society of McGill University has a responsibility to ensure the safety of its students. Answering "YES" to any of the following questions is unlikely to result in the cancellation of your event; instead, it will help us support your event effectively.

- 1. Would you reasonably expect the speaker or the topic of discussion to attract any protests? Yes No

- 2. Has there been disruption at events that have involved the same topic in the past? Yes No

If yes, please provide details:

- 3. Has the proposed speaker had issues at other venues in the past? Yes No

If yes, please provide details:

4. Has the speaker been refused permission to speak at other venues? Yes No

If yes, please provide details:

5. Is there a risk of the speaker's attendance or subject of discussion (e.g. sex/gender, race, sexual orientation, disability, religion, age etc.) resulting in potentially raising an issue under the SSMU's **Equity** and **Safe Space** policies?

Yes No

If yes, please provide details:

Please consider the following:

- The potential for the subject matter or the speaker to cause offence. This may include criticism or negative language relating to an individual or groups based on protected characteristic (e.g. sex/gender, race, sexual orientation, disability, religion, age etc.) including 'jokes' or 'banter'.
- The potential for the speaker or topic to be found to be "inciting hatred" or causing fear or alarm to attendees to the wider University community.
- You may want to provide copies of relevant policies to the speaker.

*You can access and refer to the '**SSMU policy and plan book**' here:*

<https://ssmu.ca/wp-content/uploads/2017/05/SSMU-Policy-and-Plan-Book-2017-03-23.pdf?x26516>

6. Are there any identified security threats to the speaker?

Yes No

If yes, please provide details:

7. Does the speaker come with his/her own protective security detail?

Yes No

If yes, please provide details (on next page):

8. Is the speaker or event likely to attract media interest? Yes No

9. Are there any other specific arrangements, requirements or special requests relating to to your event?

Yes No

If yes, please provide details:

I hereby confirm that I have read, understood and promise to abide by the present Guest Speaker Waiver for External Guests & Visitors and its policies. I also confirm that I am of legal age to sign such a binding document.

Name: _____

Date: ____ / ____ / ____ (Year/Month/Day)

Title / Position: _____

Email: _____

Telephone #: _____

Signature: _____

Signature of Approval (SSMU): _____

Approved by Security (SSMU): Yes No

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Excerpts from the SSMU Policy and Plan Book

**Please use these references as a guide and to inform yourself on current SSMU policies*

5.1.2 Use of space

The SSMU will seek to ensure that the space in its jurisdiction is used in a way that: is a safer space for all students where discrimination, oppression, harassment, and assault are not tolerated. Safer spaces should aim to be spaces where anyone can relax and be fully self-expressed, without fear of being made to feel uncomfortable, unwelcome, or unsafe on account of sex, race/ethnicity, sexual orientation, gender identity or expression, cultural background, age, or physical or mental ability (refer to the Equity Policy for more information);

Equity Policy

1. Background The SSMU has a longstanding history of leadership on issues of equity and social justice. The development of formal mechanisms for addressing equity concerns has been in a constant process of critical reflection and growth over the past three decades. The SSMU has demonstrated a commitment not only to excel in the practice of equity, but also to be a progressive leader in the field. The Leadership pillar of the Preamble of the SSMU Constitution describes the following:

“All of the endeavours shall be undertaken with full respect for human dignity and bodily sovereignty and without discrimination on the basis of irrelevant personal characteristics that include but are not limited to race, national or ethnic origin, colour, religion, sex, gender identification, age, mental or physical disability, language, sexual orientation or social class. The Society commits to demonstrating leadership in matters of human rights, social justice and environmental protection. The Society shall be mindful of the direct and indirect effects that Society businesses and organizations have on their social, political, economic, and environmental surroundings. The Society commits itself to groups, programs, and activities that are devoted to the well-being of a group disadvantaged because of irrelevant personal characteristics as outlined above. “

The SSMU has a responsibility as a leader, representative, and service provider to a diverse membership to conduct itself by the highest standards of respect, fairness, integrity, safety, and equitable treatment for all persons. Furthermore, the SSMU strives to create a community that exceeds social standards of equitable treatment and creates and upholds a safer space for all of our members, where discourse and diverse ideas can flourish within a respectful atmosphere. This Policy recognizes that the practice of equity requires the dedication of material support to reduce intersectional barriers for marginalized groups who

may benefit from targeted resources.

APPENDIX A

The SSMU's history has seen extensive student organization against sexism, racism, homophobia, classism, ableism, and other forms of discrimination on the local, university, provincial, federal, and international levels. Numerous SSMU services and student groups have a strong commitment to equity, safety, and the creation of safe(r) spaces for its membership, including but not limited to Queer McGill, the Union for Gender Empowerment, the Black Students Network, the Sexual Assault Centre of the McGill Students' Society, Walksafe, and Drivesafe. Dozens of SSMU Clubs and affiliated student groups also share a commitment to equity and anti-discrimination in their mandates.

Civil rights movements over the last 450 years have shown the impact of universities and students on progress in equity issues. From the struggles for women's rights to francophone rights to queer rights; the SSMU and its members have played an active part in the struggle for fair treatment and personal sovereignty. Much of the SSMU's commitment to equity comes from the responsibility of university organizations to create safe havens from the rest of society, where marginalized persons can come together and create communities where they are supported in combating systemic oppression.

In 1989, the SSMU defined itself as an anti-oppressive organization. This was an important step in defining ourselves as leaders in the field of equity. By incorporating anti-oppression practice into the SSMU, the understanding of equity was extended beyond the simple relationship of person-to-person isolated events of harassment and discrimination into an in-depth evaluation of the situation of certain groups that leads to a lack of access and respect in society for those groups. This method for evaluating and addressing injustice, discrimination, and inclusion is utilized by many non-profits across North America and is a staple in academic discourse surrounding social movements.

“The SSMU-----an organization working with individuals, in groups, within organizations, and across a wide social and political context-----shall promote a functional anti-oppressive environment that fosters a culture of respect and facilitates our mission of Service representation and leadership.” [Approved by the Legislative Council on March 14, 1989]

Since this 1989 decision, the 1990s saw a great deal of development in the SSMU's work on equity. The creation of a VP Equity (by splitting the VP University Affairs position) was proposed and rejected by the Legislative Council in 1992-1993, and again in 1996-1997, for reasons most likely related to a lack of confidence that this was the best allocation of resources. The Legislative Council soon after created the position of Equity Commissioner, who was given the responsibility of managing the Equity Committee and taking a proactive

position in addressing equity issues at McGill.

McGill University created the Joint Senate Board Committee on Equity in 1994. Today, this Committee has grown into an umbrella group with six subcommittees on Women, Racialized and Ethnic Persons, Indigenous Peoples, Queer People, Persons with Disabilities, and Family Care. The effectiveness of this structure is still in question, and undergraduate students have taken an active role in pushing for equitable practices at McGill. In 2004, McGill created its first interim Policy on Harassment. In 2005, it established the Social Equity and Diversity Education (SEDE) Office as an outreach unit for the McGill community. In years to come, the recommendations of the Principle's 2009 Taskforce on Diversity, Excellence and Community Engagement will likely see some changes to the way McGill addresses diversity and inclusion on its campuses.

Since 2005, the SSMU Equity Policy has gone through its most intensive processes of review and implementation as Equity has grown in importance to our membership. The most important developments in the Policy over this time period have focused on the protocol for addressing violations of the Policy, the delegation of responsibility, and settling of disputes over equity matters. The current Equity Policy is the culmination of these ongoing conversations and the work of the SSMU Equity Commissioners during the 2016-2017 year.



Need Assistance?

Have a question or concern?

Contact us!

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Director of Operations:

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