



Event Referral Form

Part 1: Your details
Name:
Contact details: <i>Contact telephone number and email address</i>
Details of organisers:

Part 2: Proposed event details
Event Form already submitted to Assistant Dean: Yes/No/ Not applicable
Reason for Referral: <i>Please explain why you believe the event raises concerns under paragraph 6 in the New College Policy for Managing External Speakers</i>
Proposed event title:
Proposed event date and time:
Proposed/preferred venue:
Brief description, including event format: <i>Talk/Lecture/Debate/Q&A session. What is the topic? How many attendees are expected? Who is being invited, members of College only, members of the University?</i>
Proposed External Speaker(s): <i>Please provide the full name, address and occupation of the Speaker.</i>

Please submit the completed form to the Dean at least seven working days in advance of the proposed event by email: michael.burden@new.ox.ac.uk