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| **Part 1: Your details** |
| **Name:**   |
| **Department:**  |
| **Contact details:** *Contact telephone number and email address* |
| **Details of organisers:** *Is there a sponsoring faculty/department/student society or is an external organisation involved?* |

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| **Part 2: Proposed event details**  |
| **Reason for referral:** *Explain why you believe the event raises concerns under paragraph 10 of the Code of Practice on Meetings and Events.* |
| **Proposed event title:**  |
| **Proposed event date and time:** |
| **Proposed/preferred venue:** |
| **Brief description, including event format:** *Talk/Lecture/Debate/Q&A session. What is the topic? How many attendees are expected? Who is being invited – members of the University, the general public?* |
| **Proposed external speaker(s):** *Please provide the full name, address and occupation of the speaker.*  |

Submit the form to the Proctors’ Office **at least seven working days** before the proposed meeting or event: deputy.marshal@proctors.ox.ac.uk.

NB: The Proctors may impose conditions on holding the event or meeting, including potentially postponing or relocating it, and will communicate their decision, with reasons, promptly. The organisers are responsible for fulfilling any such conditions. It is strongly recommended that you are in touch with the Proctors’ Officers at an as early as possible stage in planning your event and make any notification to the Proctors under the code as soon as possible, to allow time for any conditions to be fulfilled.