



**Annex 4:
REQUEST FOR EXTERNAL SPEAKERS AND/OR EXTERNAL VISITORS
TO ATTEND EVENTS ON UNIVERSITY PREMISES**


Name and Date of Event:	ICMR2017, 4 th - 7 th sept. 2017		
Campus on which you wish to hold the event:	Avery Hill	Greenwich	Medway
Type of space required:	Lecture Theatre	Teaching Room	IT Lab

Full name of Principal Organiser: JAMES GAO	Department/Faculty/Directorate: AE&M / FES
Full name of External Speaker/External Visitor(s): Attached list of external speakers & visitors	
Nature/Theme/Subject of the Event: International conference, academic event.	

Please attach a risk assessment for the Event

The Principal Organiser must obtain authorisation from the Approving Officer

Name of Approving Officer:	Signature of Approving Officer:	Date:
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Declaration of Principal Organiser:	
As Principal Organiser, I confirm that I have read and briefed the External Speaker/Visitor(s) on the Code of Practice for booking and conduct of events held on University of Greenwich premises.	
Signature of Principal Organiser: 	Date: 30/7/2017
Declaration of External Speaker/External Visitor	
I confirm that I have been briefed by the Principal Organiser on the Code of Practice for booking and conduct of events held on University of Greenwich premises.	
Signature of External Speaker/External Visitor	Date:

When the Appraising Officer and Principal Organiser have signed this form, a pdf copy along with any other booking requirements should be sent to the relevant campus email address:
averyhillroombookings@gre.ac.uk
greenwichroombookings@gre.ac.uk
medwayroombookings@gre.ac.uk