



MONT ROSE[®]
COLLEGE

External Speaker Form

2023-2025

Approved by: Academic/Quality Assurance Board

Date of approval: 18/05/2023

Effective date: 18/05/2023

Next review date: 30/05/2025

External Speaker Form

This form should be completed not later than two weeks before the event and forwarded to student.services@mrcollege.ac.uk

Name of Visiting Speaker: _____
Name of Organiser: _____
Contact Email: _____
Contact Telephone no. _____

Please confirm that you read and understood The Mont Rose College **External Speaker Code of Conduct**

Signature

Event details

Title of Event: _____ Date of Event: _____
Expected Attendance _____

Speaker details:
(This should include name, position and organisation the speaker is related to, the subject he/she will be speaking about and any other information. Any relevant web links should be provided, if possible)

For Office Use Only
Date entered on spreadsheet _____
Approved by _____