Stage 1: Please complete the form below before inviting any guest.

|  |  |
| --- | --- |
| Interest Group/Project Represented/Individual/Others\*:  \*please delete accordingly | |
| Student's Name: |  |
| Matric Number: |  |
| Guest Name: |  |
| Guest's Organization/Affiliation: |  |
| Brief write-up about Guest (In 150 words or less): |  |
| Highlight of the tea session (in 100 words or less. E.g.: Why do you want to invite the guest to the College or what will the students get out from that session): |  |

Please email the completed form to Director of Student Development, Dr Kuan Yee Han (yeehan@nus.edu.sg) for approval.

**For Official Use Only:**

|  |  |
| --- | --- |
| **Comments:** |  |
| **Approved by:** |  |
| **Approval date:** |  |

Stage 2 Check List:

1. Upon approval, please contact the guest and work with College Students' Committee (CSC) to arrange for the venue, date and time.
2. Get the Student's Tea poster template from CSC
3. Please send to Dr Kuan Yee Han (yeehan@nus.edu.sg) and Jocelyn Ng (jocelynchan@nus.edu.sg) of the following for the event to be included in Tembusu College website.
   1. Registration Link: Please use Eventbrite (<https://www.eventbrite.sg/>) for student sign-ups.
      1. Information that is pre-approved to be collected via this platform is NUS Restricted Data (*Name, email, contact number, designation, organization and/or department only*). No other personal data other than those stated here could be collected.
      2. For collection of any other personal data, you are required to go through a full assessment of the cloud service with NUS Information Technology Office.
   2. Provide a photo of your guest in this dimension (1140 x 640 px, jpeg, any resolution). Object of focus (e.g. face) should be centered.
   3. Provide your poster in jpeg or pdf format (A4 size)
   4. Submit 3-4 post-event photos
   5. If you wish to have your event displayed in the TV, please provide the poster in the following dimension (1080 x 1920 px, jpeg) and send to the General Secretary of CSC.