THE RHODES SCHOLAR PROGRAMME OF EVENTS & ACTIVITIES
INFORMATION FOR GROUPS & INDIVIDUALS

PROPOSING A CONCRETE EVENT OR ACTIVITY:

If you are a group or individual who has an idea for a specific event or activity that you are hoping to host at Rhodes House, **please send an email with a brief proposal to scholars@rhodeshouse.ox.ac.uk**. **Proposals will be gathered and discussed by the Rhodes House team twice per term, please get your ideas in by 1st and 5th week.** Larger events should be planned a term ahead of the proposed date, and smaller ideas proposed one month in advance of the proposed date. Once we have discussed your ideas submitted by the 1st and 5th week, we will be in touch to let you know what is feasible and to discuss things further. Please note, this inbox will be monitored but we may take a week to ten days to get back to you. If the ideal timing for your proposal falls outside of this proposal cycle, please speak directly to Emily.

Your proposal must include:

- Name of organisers, group (if relevant) and lead persons
- Ideal date and time, with several alternative suggested dates/times
- Purpose of event, aims and outline
- Who will attend the event / How many people do you anticipate?
- Is there an invited guest / speaker?
- Do you intend to greet/host your guest/speaker, or would you like a member of the Rhodes House staff to greet/host (if available)?
- What kind of budget do you have (if relevant)?
- Does the event involve any refreshments / catering?
- What set-up do you require (explain any AV requirements such as projector and screen, room layouts such as lecture format, or other information that will help us decide which room would be suitable for your idea)

MEET TO DISCUSS YOUR INITIAL IDEAS:

If you are interested in starting a **new group** or you are an existing group with lots of new ideas of how to engage with the Rhodes Community, please schedule a time to meet with Nadiya (and Emily) to discuss things further. Meeting times for group support can be scheduled on **Thursdays from 3–5pm** – Email Nadiya. If you have an idea for a **special cultural celebration or social event**, please Email Mary. If you are keen to invite **special external speakers**, please Email Rodolfo.

BOOKING A ROOM AT RHODES HOUSE:

If a Scholar Group would like to organise an informal Scholar-led discussion in the Scholars' Common Room, they should **sign-up for a Scholar Tea** **on Wednesday afternoons** in the first instance. We are also trialling adding an additional self-organised weekly time for Scholar Groups to **meet in the Scholars' Common Room on Tuesday afternoons**. If there is no availability left, please email **scholars@rhodeshouse.ox.ac.uk**. We will try to accommodate you where possible, but please be in touch at least 1-2 weeks prior to your proposed date with the name of the group and Scholar representative, ideal timings plus several alternative dates, topic of discussion and number of people expected to attend.

Standards of Use: Rhodes House is a shared space between Scholars, staff, invited guests and sometimes external clients. Please be respectful of other events, meetings and activities happening in the House. If you would like to use Rhodes House, whether it is for a planned Scholar-led event or an impromptu Scholar group meeting, it is important that you email scholars@rhodeshouse.ox.ac.uk in advance to confirm there is availability in the calendar. Function Rooms including Milner Hall, Beit, Atlantic and the JMM Room must be booked well in advance! The Scholars' Common Room should be your go-to room for informal meetings and discussions and has much more availability. Please be mindful of the state you leave rooms in!

Opening Hours: Rhodes House is open to Scholars between 9am – 8pm during Michaelmas and Trinity Term, and 9am – 7pm during Hilary Term. All events must end by 7.30pm to ensure everyone including event organisers are out of the building by 8pm.

COMMUNICATIONS

THE **RHODES OFFICIAL MAIL-LIST** SHOULD BE YOUR GO-TO PLACE TO PROMOTE SELF-ORGANISED EVENTS TO THE RHODES SCHOLAR COMMUNITY.

But how can we help spread the word about your activities, and highlight the amazing work you are doing? How can you help us show the impact of the Rhodes Scholarships, and engage potential applicants as well as the global community of Senior Scholars?

1) Please email scholars@rhodeshouse.ox.ac.uk an up-to-date group description and contact details for the website (if you haven't provided this already), once you've attended an informational session or spoken with Emily or Nadiya

2) Tweet us about what you are up to @rhodes_trust – what activities and events are happening, what topics you are focusing on etc.

3) Share photos of all events – we will put them on Facebook on Instagram. These images might also be used in the annual magazine or annual report

4) Write a thematic blog post or magazine article – 800 words

5) Are you willing to have the group profiled in a video? This is useful for potential applicants to see the sorts of exciting activities that happen at Oxford. Our playlist on YouTube about current Scholar groups is here: https://www.youtube.com/playlist?list=PL94wHOWgRL6BbYMykeiqTE1hgyA2NGO9q

6) Share a short one or two line reflection on what the group has enabled or a personal reflection – quotes and soundbites are hugely helpful.

Please email babette.tegldal@rhodeshouse.ox.ac.uk or claire.skilton@rhodeshouse.ox.ac.uk and we will be delighted to help you!