

N8 CIR Event Planning

Please complete this form so we can help you plan your event and nothing is overlooked.
Please answer as much as possible and put n/a where necessary.
Thanks, Emma

Which type of event are you holding and what format is it in?
Please tick two options; both the type and format of the meeting.

- A meeting on a specific topic
 - Community meeting
 - Training/Workshop
 - Sandpit
 - In-person
 - Online
 - Hybrid
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About the event

Please complete the following for advertising purposes.

- ☐ Event Name
 - ☐ Location. (e.g. room, building address, university) If you have not yet booked a room, please note that here.
 - ☐ Date(s)
 - ☐ Time
 - ☐ Local organiser(s)
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Please provide a brief description of the event including an agenda and a few sentences outlining its structure.

- ☐ Brief description of the event that can be added to advertising. Please include the aim of the event if possible.
 - ☐ Agenda and structure. If your event is a series, please outline the session headings here and we can discuss the finer details later. (e.g. a five week course focussing on these themes and objectives). We can generate a webpage with added information if necessary.
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What is your target audience and are there any pre-requisites for attendees.

- ☐ What is your target audience? (e.g. any combination of post-graduates, post-docs, early career researchers, research data stewards, research software engineers)
 - ☐ Are there any pre-requisites for attendees? (e.g. bring a laptop, knowledge of a programming language)
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Organising and advertising

- ☐ Do you require an Eventbrite to be set up?
 - ☐ Are there any additional questions you'd like included in the Eventbrite? (e.g. research stage and experience, knowledge of a specific programming language or program (none/some/advanced), approval of the event being recorded).
 - ☐ Are there links to web pages or social media sites that you'd like to be included when advertising the event?
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Attendees and Catering

It is the organisers responsibility to order refreshments for the event. Please respond n/a if you do not require it.

- ☐ How many attendees are you planning for?
 - ☐ Is there a maximum capacity of the room?
 - ☐ Catering costs for tea/coffee/cakes per person
 - ☐ Catering cost for lunch per person
 - ☐ Expected total catering cost
 - ☐ Catering supplier
 - ☐ Person responsible for ordering catering
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Training providers

If your event is using trainers that are not theme leads, please supply the following information. The rate we currently pay is £250/day. Included in the hours worked should be consideration of both preparation and delivery.

- ☐ Number of trainers
 - ☐ How many hours will they be working
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Collaboration partners

If the event is in collaboration with another group, please complete the following.

- ☐ Name of partner(s) in the event
 - ☐ Who is taking responsibility for advertising?
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Advertising flyers and images

Please upload any existing documents/pictures that you'd like to be included in advertising.

Is there further information you think we need? (e.g. dates bookings need to be confirmed by or they have already been confirmed, agreements with trainers prior to the event).