



Default Question Block

N8 CIR Event Planning Form

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.

Thank you

Code of Conduct

In filling out this application, please ensure you are familiar with the [code of conduct](#) for N8 CIR events. You can find information on our web page and the mechanisms for reporting violations of this code. Please share the details of this page with your attendees.

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/Hackathon

In-person

Online

Hybrid

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)

Contact email address

Organisation and advertising

We prefer to set up an Eventbrite registration form for all meetings, as our goal is to ensure that members of all partner universities have the opportunity to attend. Registration is considered an application for in-person events, where we confirm attendance after the registration deadline, so members of all universities can benefit.

Please provide a description and aim of the event as a few sentences outlining its structure that can be added to the advertising.

Please provide an agenda for the event. This can be a draft copy that can be updated later or a full programme.

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 for the event to be recorded).

Are there links to web pages or social media sites that you'd like to be included when advertising the event?

Target audience and prerequisites 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)

Approximately how many people to you expect to be interested in attending this event?

Are there any prerequisites for attendees? (e.g., bring a laptop, knowledge of a particular programming language or software)

Can you please go to our [news article page](#) and write a summary which can be added to our news page and sent in our newsletter?

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

Training providers

If your event is using trainers who are post-doctoral students, 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 days they will be working

Presenters

Will you require funding for presenters to attend the meeting? Please provide approximate costings for each including where they will be travelling from.

Collaboration partners

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

Name of partner(s) in the event

Are they contributing to the event financially?

Will they also be advertising the event?

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)

Post-event management and sharing data provided (if required).

We want to share information from our meetings on our webpages so those who were unable to attend can also benefit.

Please respond whether these will be exclusively for attendees or if you will

gain permission from the workshop hosts/meeting presenters to share this information. If you don't currently know, please inform us nearer the event.

Will recordings of the event be made available?

Will slides be made available?

Will training material(s) be shared online (e.g. GitHub)?

Who will share the data?