Event Notification Pro Forma

Event Information

Please give as much information about the event in as much detail as possible.

|  |  |
| --- | --- |
| **Type of Event:** |  |
| **Name of Event:** |  |
| **Date:** |  |
| **Start time:** |  |
| **End time:** |  |
| **Location:** |  |

Event Speaker(s)

Please provide full speaker(s) details including: name(s); position and organisation to which they’re related; subject matter; and, any other information you consider to be pertinent.

|  |
| --- |
|  |

Event Organiser contact details

|  |  |
| --- | --- |
| **Main Event Organiser:** |  |
| **Email Address:** |  |
| **Phone number:** |  |