



<b>Title of the Event</b>		
<b>Named Contact for the Event</b>	<b>Name:</b> <b>Tel.:</b> <b>Email:</b>	
<b>Other Partner(s) Involved</b> – please specify if you need assistance with a call for contributors <i>eg other ALN members; external speakers; etc</i>		
<b>Date, Time &amp; Duration of the Event</b>	<b>Date:</b> <b>Duration:</b> <b>Start Time:</b> <b>End Time:</b>	
<b>Location of the event</b>	<b>Online</b> <i>(please state preferred platform):</i> Teams Zoom Other	
	<b>In-Person</b> <i>(please provide as much information as possible)</i> Institution / Campus: Building: Room:	
<b>Number of participants in the event</b> <i>NB for in-person events, allow for room size and layout - cabaret style allows for group work, discussion etc</i>		
<b>Format of the Event</b> <i>please tick/highlight all that apply</i>	<input type="radio"/> Exchange of Experience <input type="radio"/> Themed Discussion <input type="radio"/> Workshop <input type="radio"/> Online Delivery	<input type="radio"/> Presentation <input type="radio"/> Debate <input type="radio"/> TeachMeet <input type="radio"/> Knowledge Café <input type="radio"/> Other:
<b>Target Audience</b> <i>to give people an idea of whether they will get anything from it. It's fine to state 'all library staff' or 'all research staff' etc if that is appropriate</i>		
<b>Do you plan to record the event?</b>	<b>Yes:</b> <b>No:</b> <b>Maybe:</b>	
<b>Brief Programme for use in Publicity</b> <i>NB this can be amended / developed nearer the time</i>		

<b>Further comments, information or questions</b>	

Please use the Event Planning Checklist to assist you when completing this form. Once done, please email it to the ALN Development Managers, Nicky Freeman & Andy Walsh: [academiclibrariesnorth@sconul.ac.uk](mailto:academiclibrariesnorth@sconul.ac.uk)