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| **Section 1: Your details** | |
| **Branch** |  |
| **Primary contact** |  |
| **Primary telephone number** |  |
| **Primary email address** |  |
| **Please provide a secondary contact for our records in case of leave/sickness etc.** | |
| **Secondary contact** |  |
| **Secondary contact telephone number** |  |
| **Secondary email address** |  |

n 2: Your listing

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| **Section 2: Your event** | | | |
| **Event title** (as you would like it to appear on the website) |  | | |
| **Date(s) and time** | Start date |  | |
| End date |  | |
| Number of days |  | |
| Timings |  | |
| **Closing date and time for bookings** |  | | |
| **Event capacity breakdown** | Maximum capacity |  | |
| Number of event speakers |  | |
| Number of event organisers |  | |
| Number of delegates |  | |
| **Event format**  (Select one box which applies) | Face to face |  | |
| Online |  | |
| **Have you run this event before?**  If yes, when was the last event held? Was it successful? | Yes  No | | |
| **Will this event be repeated?**  If so, when? | Yes  No | | |
| **Venue address**  For hybrid meetings, include venue address and virtual meeting link details |  | | |
| **Online meeting link and passcodes** (if applicable) |  | | |
| **Will the online event be recorded?** | Yes  No | | |
| **Outline schedule/format – number of sessions, concurrent etc**  Provide as much information as possible |  | | |
| **Who can attend and ticket prices**  Specify if there is a set number of tickets available to a delegate type e.g. Students restricted to 30 tickets. If no limits, put N/A. | Your Specialist Section/Region members | £ | Ticket limit: |
| RCOT members (not members of your Branch) | £ | Ticket limit: |
| Non RCOT members | £ | Ticket limit: |
| Your committee members | £ | Ticket limit: |
| Other (specify) e.g., students | £ | Ticket limit: |
| **Will you be offering early bird rates?**  If yes, what’s the early bird rates end date?  Specify the early bird rate for each ticket type. | Yes  No | | |
| **Speaker(s) name, job title, organisation** |  | | |
| **Do you have any pre-event information you need from delegates as part of their booking process?**  Dietary requirements and special access is included as standard during the booking process. |  | | |
| **Do you have any pre-event information to share with delegates? Does this need to be sent at a set time?** |  | | |

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| **Section 3: Marketing** | |
| **Would you like the listing to appear on the RCOT events webpage?** | Yes  No |
| **Full description**  (As you would like it to appear on the website)   * **What is the event about?** * **Who is it for?** * **Learning outcomes** * **Agenda (with speaker names if known)** |  |
| **Would you like the listing to appear in OTNews\*?**  If yes, in which months are preferred? You can choose up to three. | Yes  No  Preferred months: |
| **Short description for OTNews – limited to 400 characters including spaces.**  You can check your character limit at: <https://www.charactercountonline.com/> |  |
| **Would you like the listing to appear on your Branch web page?** | Yes  No |
| **We encourage you to promote this event on social media - tag @theRCOT in your posts.**  **Please provide your hashtag** |  |

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| **Section 4: Any other information** | | |
| **Will you require delegate badge materials (in person events)?**  We can provide labels, badge holders and the template for you to create/print delegate badges and lanyards | Yes  No  N/A |
| **Will you require delegates reports?**  If yes, how often would you prefer to receive them? Weekly, monthly or a final list only? | Yes  No |
| **Will you require any RCOT merchandise?  (in person events only)**  **This will be dependent on item availability** | Yes  No  N/A |
| **Will you require a digital certificate of attendance?**  Personalisation for digital certificates is only for events up to 30 delegates. For larger events, general certificates can be provided, or we encourage the use of our CPD reflection tool. | Yes  No |
| **Will you require an online generic post-event evaluation form for attendees?**  We cannot support hard copy evaluations. | Yes  No |
| **Is there anything else we need to know about your event?** |  |

**\*OTnews and RCOT website booking deadlines**

A listing appears in OTnews, and on the RCOT website for the month/s booked commencing on the 15th of the month. Bookings must be received no later than the 27th of the previous month (or the closest working day if this falls on the weekend), e.g., a booking received by the 27th July will appear in August OTnews and online.

\*\*Make sure you have enough committee members available to support your event. Virtual events for more than 60 people will need more than one person working behind the scenes to admit attendees and assist with monitoring chat etc. Please consider this when confirming the number of attendees at your event.

All event organisers and speakers should register to attend the event on the RCOT website. If the speaker is not a member, it is the responsibility of the event lead/organiser to forward the event joining details.

**Send completed forms to** [**RCOT Events Team**](mailto:Events.ExhibitionsOfficer@rcot.co.uk)  **and include any queries you have.**