Please complete this form for all **free branch events** (specialist section or region) including peer support sessions, networking days and webinars (max of 2 hours), This form is required **three months prior** to the event to allow time for advertising and member registrations. Please send this form to [rcot.branches@rcot.co.uk](mailto:rcot.branches@rcot.co.uk).

*Clicking on a check box  will select it*

|  |  |
| --- | --- |
| **Section 1: Your details** | |
| **Name** |  |
| **Branch name** (eg RCOT Specialist Section – Work or RCOT Region – Trent) |  |
| **Contact telephone number** |  |
| **Email address** |  |

Section 2: Your listing

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| **Section 2: Your event** | | |
| **Event title** (as you would like it to appear on the website) |  | |
| **Date and time** (event booking will close approximately 1 week before your event) | Date |  |
| Start time |  |
| End time |  |
| **Capacity for event\*** | Include event organisers and speakers\*\* |  |
| **Event format** (select one box which applies)  If face-to-face or hybrid meeting is at RCOT HQ, please confirm this has been booked with [events.support@rcot.co.uk](mailto:events.support@rcot.co.uk)  For hybrid meetings, please complete venue address and virtual meeting link details. | **Face to face** |  |
| Booked venue address |  |
| **Virtual** |  |
| Virtual meeting platform and joining details (URL (link), ID and passcodes) |  |
| **Hybrid** (Face to face and virtual) |  |
| **Do you have any pre-event information to share with delegates?** (notes etc - dietary requirements and special access are included as standard during the booking process) |  | |
| **Speaker(s) name, job title, organisation, and contact details** |  | |

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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** |  |
| **Would you like listing to appear in OTnews\*?** | Yes  No |
| **Short description** for OTnews – limited to 400 characters including spaces (approx..75 words) | You can check your character limit at <https://www.charactercountonline.com/> |
| **We encourage you to promote this event on social media - tag @theRCOT in your posts.**  **Please provide your hashtag** | Yes  No |
|  |

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| --- | --- |
| **Section 4: Any other information** | |
| **Is there anything else we need to know about your event?** |  |

\* Virtual events with a capacity of more than 60 people will most likely need more than one person working behind the scenes to admit delegates and assist with monitoring chat etc. Please consider this when confirming the capacity for 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.

Forms received less than three months prior to the event cannot be guaranteed publication in OTnews.

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

***For internal use only:***

|  |  |
| --- | --- |
| Month(s) for OTnews publication |  |
| Cost | Free |
| Website for all events | [www.rcot.co.uk/events](http://www.rcot.co.uk/events) |
| Contact (if required) | [rcot.branches@rcot.co.uk](mailto:rcot.branches@rcot.co.uk) |
| Checked by |  |