Please complete this form for all **free branch events** (specialist section/region) including peer support sessions, networking days and webinars (max 2 hrs). This form is required **three months prior** to the event to allow time for advertising and member registrations. Please send to [coordinator@rcotss-ip.org.uk](mailto:coordinator@rcotss-ip.org.uk) for processing and forwarding to RCOT.

*Clicking on a check box  will select it*

|  |  |
| --- | --- |
| **Section 1: Your details** | |
| **Name** |  |
| **Branch name** |  |
| **Contact telephone number** |  |
| **Email** |  |

Section 2: Your listing

|  |  |  |
| --- | --- | --- |
| **Section 2: Your event** | | |
| **Event title** |  | |
| **Date + time** | Date |  |
| Start time |  |
| End time |  |
| **Event capacity\*** | Incl. organisers+speakers\*\* |  |
| **Event format** (tick one box which applies)  If f2f/hybrid meeting at RCOT HQ - confirm booking made with [events.support@rcot.co.uk](mailto:events.support@rcot.co.uk)  If hybrid meeting - provide venue address + virtual details. | **Face-to-face** (f2f) |  |
| Booked venue address |  |
| **Virtual** |  |
| Platform + joining details (URL + ID + passcode) |  |
| **Hybrid** (f2f + virtual) |  |
| **Pre-event info. for delegates** Dietary requirements + special access incl. as standard during booking process. |  | |
| **Speaker/host details**  Name, job title, company + contact details. |  | |

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| **Section 3: Marketing** | |
| **Listing on RCOT events webpage?** | Yes  No |
| **Full description**  As should appear on the website.   * **What is the event about?** * **Who is it for?** * **Learning outcomes** |  |
| **Listing in OTnews\*?** | Yes  No |
| **Short description** Limited to 400 characters incl. spaces. |  |
| **Please promote this event on social media** (tag @theRCOT in your posts).  **Please provide your hashtag.** | Yes  No |
|  |

|  |  |
| --- | --- |
| **Section 4: Any other information** | |
| **Any other event information.** |  |

\* 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 – For |
| Website for all events | [www.rcot.co.uk/events](http://www.rcot.co.uk/events) |
| Contact (if required) | [communities@rcot.co.uk](mailto:rcot.branches@rcot.co.uk) |
| Checked by |  |