**Event Booking Form**

| **COURSE TITLE:** Click here to enter text. |  |
| --- | --- |
| **Theme:**  |
| **Category:**  |
| **About this course:** |
| **Learning outcomes:**As a result of attending this course, you will be able to:.- 1- 2- 3- 4- 5 |
| **Who should attend this course:** |
| **Presenter(s):**  |
| **What previous participants have said about the course:** |
| **Before the course:** |
| **Resources (including where additional web links should be added):** |
| **Learning provider:**This course is administered by People Development; please contact peopledevelopment@exeter.ac.uk for more details. |
|  |
| *Please now complete the course administration requirements on the following pages.* |
| **Date:**  |  |
| **Type of course (please delete as applicable):** Webinar / Face to Face |  |
| **Start time: End time:**  |  |
| **Min numbers:**  **Max numbers:** |  |
| **Course Owner (L&D Manager):**  |  |
| **Event Administrator:**  |  |
| **Name of Webinar Administrator (if applicable)** *PD Events Team will support PD Events* |  |
| **Trainer name(s)**:  |  |
| **Contact details:**  |  |
| **Trainer Daily Fee:**  |  |
| **Trainer Travel:**  |  |
| **Expenses:**   |  |
| **Trainer Accommodation Required:**  |  |
| **Any other requirements? e.g. Parking space required?** |  |
| **Preferred Event Rooms:**  | **Room Booked:****Ref:** |
| **No. Breakout Rooms Required:**  | **Booked:****Ref:** |
| **Room Layout:** (if cabaret – how many per table):  | **Porters Booked:****Ref:** |
| **AV and other equipment (e.g. flipchart):** | **Booked:****Ref:** |
| **Pre-reading:**   |  |
| **Handouts to be sent out with the Joining instructions:**  |  |