**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](mailto: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:** |  |