

NoWAL Training & Development Event Outline Form

Please use this form to plan your event, and email it to the NoWAL Operations Officer, Nicky Freeman: n.freeman100@salford.ac.uk. If you have any queries, please contact Nicky by email or call 0161 295 6768.

What is the (preliminary) title of the event?								
What is the (preliminary) date and time for the event? <i>(NB please specify a preferred time)</i>								
Where will the event be held?								
How many participants can you accommodate?								
Who is the named contact for the event? <i>(usually from the host institution)</i> Name: Tel.: Email:								
Which partner(s) will you be working with? <i>(other NoWAL members; external speakers; ...)</i>								
What is the rationale behind the event? <i>(what will the event cover and itinerary/programme)</i>								
Who is the target audience?								
What format(s) are you planning to use? <i>(please tick all that apply)</i> <table><tr><td><input type="radio"/> sharing of experiences</td><td><input type="radio"/> presentation</td></tr><tr><td><input type="radio"/> themed discussion</td><td><input type="radio"/> debate</td></tr><tr><td><input type="radio"/> workshop</td><td><input type="radio"/> other:</td></tr><tr><td><input type="radio"/> online delivery (for pre-event preparation or for the actual course)</td><td></td></tr></table>	<input type="radio"/> sharing of experiences	<input type="radio"/> presentation	<input type="radio"/> themed discussion	<input type="radio"/> debate	<input type="radio"/> workshop	<input type="radio"/> other:	<input type="radio"/> online delivery (for pre-event preparation or for the actual course)	
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What length of event are you aiming for? <i>(please specify one)</i> <table><tr><td>half day</td><td>full day</td><td>other:</td></tr></table>	half day	full day	other:					
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Do you have any other comments, information or questions?								