

## NoWAL Training & Development Event Outline Form

<b>Title of the Event</b> <i>NB This can be changed nearer the time</i>										
<b>Agreed date and time for the event</b> Date: Time:										
<b>Location of the event</b> Institution / Campus: Building: Room:										
<b>Preferred number of participants</b> <i>(based on room size / type of event etc)</i> <i>NB the rooms are best set out in cabaret style to allow for group work, discussion and sharing</i>										
<b>Named contact for the event</b> <i>(usually from the host institution)</i> Name: Tel.: Email:										
<b>Other partner(s) involved</b> <i>(eg other NoWAL members; external speakers; etc)</i>										
<b>Please provide a brief programme / itinerary for the day for use in publicity / Eventbrite</b> <i>NB This can be amended / developed nearer the time</i>										
<b>Target audience / level of staff anticipated to attend</b>										
<b>Format of the event</b> <i>(please tick / highlight all that apply)</i> <table border="0"> <tr> <td><input type="radio"/> Exchange 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"/> TeachMeet</td> </tr> <tr> <td><input type="radio"/> Online Delivery (for pre-event preparation or for the actual course)</td> <td><input type="radio"/> Knowledge Cafe</td> </tr> <tr> <td></td> <td><input type="radio"/> other:</td> </tr> </table>	<input type="radio"/> Exchange of Experiences	<input type="radio"/> Presentation	<input type="radio"/> Themed Discussion	<input type="radio"/> Debate	<input type="radio"/> Workshop	<input type="radio"/> TeachMeet	<input type="radio"/> Online Delivery (for pre-event preparation or for the actual course)	<input type="radio"/> Knowledge Cafe		<input type="radio"/> other:
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<b>Duration of the event</b> <i>(please specify one)</i>  <table border="0"> <tr> <td>half day</td> <td>full day</td> <td>other:</td> </tr> </table>	half day	full day	other:							
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<b>Further comments, information or questions</b>										

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