Application to Host a Session at ACHSCP’s Conference

For further information regarding the conference & this form, please reference to the guidance embedded here:

Section 1: Application

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| Name & Role/Organisation |
|  |
| Contact Details (including. email & phone) |
|  |
| Proposed Time & Date |
|  |
| Proposed Venue |
|  |
| Session Idea |
| Please include details on the theme, format and any additional resources/support that may be required. |

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| Session summary for advertising/ programme |
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Section 2: Approved Application – Planning Stage

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| Key Contact Details |

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone Number |  |

|  |
| --- |
| Proposed Venue |

|  |  |
| --- | --- |
| Booking Confirmed | Y/N |
| Venue capacity | Y/N |
| Layout required |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Attendee monitoring | | | |
| How do you plan to manage your attendee list? | | | |
| Central Eventbrite | Y/N | Self-managed | Y/N |
| If self-managed, please provide the following details: | | | |
| Who will be managing the attendance? | | *A named key contact* | |
| How will RSVPs be received? | | *Individual Eventbrite/email etc* | |
| When will you submit your final numbers to the project team? | | *Date* | |

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| Equipment or additional support required? |
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