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

|  |
| --- |
| 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.  |

|  |
| --- |
| Session summary for advertising/ programme  |
|  |

Section 2: Approved Application – Planning Stage

|  |
| --- |
| 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* |

|  |
| --- |
| Equipment or additional support required?  |
|  |