**Event/Workshop Proposal Form**

Thank you for your interest in proposing an event with SRHE. Please complete the form below – nothing you write here will be set in stone, so please do include as much information as possible even if this is speculative at this stage. The SRHE team will work with you to turn your idea into a viable, successful event for the Society and for you.

Please send this completed form to [Rihana.Suliman@srhe.ac.uk](mailto:Rihana.Suliman@srhe.ac.uk) with the subject line ‘Event Proposal Form.’

|  |  |
| --- | --- |
| **Proposed event title:** |  |
| **Name of presenter(s):** |  |
| **Event host/facilitator contact details:** |  |
| **Length of event** |  |
| **Proposed network(s):**  (<https://srhe.ac.uk/networks/>, PDP event, or SRHE event. You are welcome to suggest as many as you think appropriate or, if unsure, please include some key words so the team can help identify the most appropriate network). |  |
| **Proposed format:**  (online/in person at SRHE’s office) |  |
| **Min. and max. number of participants:** |  |
| **Potential date and time of event:** |  |

|  |  |
| --- | --- |
| **Please provide a summary of your event, no more than 250 words:** |  |
| **Key objectives:** |  |

|  |
| --- |
| **Biography of proposed presenter(s) (up to 150 words per presenter):** |
|  |
|  |

**Schedule**

|  |  |
| --- | --- |
| **Add below the allocated time/duration of each presentation including time for Q&A** | **Add below the speaker names followed by the title of the presentations.** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Please send this completed form to [Rihana.Suliman@srhe.ac.uk](mailto:Rihana.Suliman@srhe.ac.uk) with the subject line ‘Event Proposal Form.’