A picture containing text

Description automatically generated

**Event description template**

Please provide the following information about the event and send the form to [cluster@novo.dk](mailto:cluster@novo.dk).

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| --- | --- | --- | --- |
| **Practical information** | | | |
| Preliminary title of the event: |  | | |
| Organisers (names): |  | | |
| **Event description** | | | |
| Topic and scientific relevance: |  | | |
| Expected impact: |  | | |
| **Organising committee** | | | |
| Name | Institution and department: | Address: | E-mail: |
| Chair: |  |  |  |
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| **Speakers** | | | |
| Name and institution/organisation: | Field of expertise: | Why should this speaker be invited? | A short description of the topic this speaker will address: |
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| **Alternative speakers** | | | |
| Name and institution/organisation: | Field of expertise: | Why should this speaker be invited? | A short description of the topic this speaker will address: |
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| **Participants** | | | |
| Number of participants that would be necessary to have a successful event and why: |  | | |
| Describe the expected type of participants: |  | | |
| Describe the participant selection process: |  | | |
| **Event format, duration, and venue** | | | |
| Format: |  | | |
| Duration: |  | | |
| Preferred venue: |  | | |
| Preferred date(s): |  | | |
| **Communication** | | | |
| *How will the event be announced, and participants recruited and registered? Please describe:* | | | |
| **Evaluation** | | | |
| *Please describe how you will evaluate success and impact of the event:* | | | |

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| **Preliminary programme** |
| *Please fill in a preliminary programme for your event.*  *Please note that you are free to create the programme however you like. It could be* ***1-3 days****, depending on your idea. This section is meant to give us a concrete idea of what you have in mind. Please include as many details as possible:*   |  |  |  |  | | --- | --- | --- | --- | | **Day 1** | **Item** | **Duration** | **Note** | | *09.00* | *Arrival and breakfast* | *30 min* | *Coffee and croissants* | | *09.30* | *Welcome w/ Chair* | *45 min* |  | | *10.15* | *Keynote Speaker 1* | *45 min* | *Speaker name* | | 11.15 | Time Buffer | 15 min |  | | 11.30 | Break | 30 min |  | | 12:00 | Poster Session | 90 min |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **Day 2** |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | Day 3 |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |

**Practicalities regarding the event**

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| **Who does what?** | | **Organisers** | **NNF** |
| **Communication** | Write teaser for the event | X |  |
| Set up and manage registration |  | X |
| Announce event | X | X |
| **Speakers and travel** | Contact the speakers | X |  |
| Arrange travel |  | X |
| Keep them informed about the event | X |  |
| **Catering and venue** | Contact with caterer |  | X |
| Contact with venue |  | X |
| Check on the spot (AV, catering, etc) | X | X |
| **Evaluation** | Design questionnaire/other means of evaluation | X |  |
| Send out and follow up | X | X |

**Budget**

*Please keep in mind that only costs mentioned here can be paid/reimbursed. You are welcome to edit the number of persons, as well as to suggest expenses under ‘Other’.*

NNF will engage and pay the costs involved with:

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| --- | --- | --- |
| **Description** | **Number of persons** | **Budgeted for this event**  (To be filled out by NNF) |
| **Speakers**   * Travel * Flight * Hotel |  |  |
| **Venue and catering** |  |  |
| **Graphics and print** |  |  |
| **Other** |  |  |
| **TOTAL** |  |  |