

 **Event description template**

Please provide the following information about the event and send the form to cluster@novo.dk.

|  |
| --- |
| **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: |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Speakers** |
| Name and institution/organisation: | Field of expertise: | Why should this speaker be invited? | A short description of the topic this speaker will address: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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: |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **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:* |

|  |
| --- |
| **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**

|  |  |  |
| --- | --- | --- |
| **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:

|  |  |  |
| --- | --- | --- |
| **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** |   |   |