

## Branch Event Form

Please complete all sections of this form for promotion and return it, with a risk assessment, to [regions@rsb.org.uk](mailto:regions@rsb.org.uk)

Forms should be submitted at least **6 weeks** in advance of the event date. This allows sufficient time to upload on the website, notify other members, and include across relevant promotional channels.

For inclusion in *The Biologist* events calendar, details are required approximately **10 weeks** before the publication date of each issue. *The Biologist* deadlines are on the branch resources webpage: [www.rsb.org.uk/branch-resources](http://www.rsb.org.uk/branch-resources)

### Event details

Branch:	Choose an item.
Names and email address of branch members organising the event to whom guest queries will be sent:	
<b>Event title</b> (as you wish it to appear on the RSB website):	
Event date(s):	
Event start and finish time (24 hour clock):	
Intended audience (e.g. adults, children, families)	
Is this an online event?	Yes / No
Event full description for event webpage and invitation emails (about 100 words): <ul style="list-style-type: none"> <li>• Programme, timings, talk titles</li> <li>• Speaker details (name, affiliation, short bio)</li> <li>• Why people might want to attend</li> <li>• Directions or joining information</li> <li>• Specific event requirements (e.g. clothing, catering)</li> </ul>	
Event cost and fee structure (if applicable): e.g. members, non-members, concessions	
Ticket cancellation policy: <ul style="list-style-type: none"> <li>• What is the minimum number of ticket sales required before cancellation is considered?</li> </ul>	
Any other event information e.g. Photo/ logo/ flyer/ website. Please list here and add as an email attachment if required.	
Will you require attendees' photography/filming consent?	Yes / No

<b>N.B.</b> If you plan on taking photographs or recording the event this is compulsory.	
Will attendees require a delegate list? <b>N.B.</b> Attendees must opt-in to be included on this list which is useful for networking. It will be sent to you in advance and circulated with attendees post-event	Yes / No

### If the event is face-to-face

Event location:	
Postcode of event location:	
Location accessibility information (e.g. steps, wheelchair access, hearing loop)	

### If the event is online

Will you require the use of the RSB Zoom account?	Yes / No
<b>If no</b> , what platform will you be using and who holds the licence?	
Will you be recording the event? <b>N.B.</b> If you would like to record the event, you must obtain written consent from anyone who will be on camera (i.e. chair and speakers)	
Will you require video editing and upload to the RSB YouTube channel?	Yes / No

### Event health and safety

<b>Essential:</b> Have you conducted a <a href="#">risk assessment</a> and submitted to <a href="mailto:regions@rsb.org.uk">regions@rsb.org.uk</a> ? Templates for various event types are on the <a href="#">branch resources page</a>	
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### Event bookings

To comply with GDPR, bookings must be taken centrally unless it is a no bookings event e.g. an outreach festival, or it is in collaboration with another organisation who is taking bookings

Will bookings be taken anywhere except the RSB website?	
When would you like bookings to open and close? <b>N.B.</b> Booking will close at 00:01 on the date specified	
Please state the maximum number of places available for booking <b>N.B.</b> RSB Zoom account has a limit of 300	
How many places may be booked by each individual?	

## Event promotion

Would you like an email invitation and reminder to be sent out to members in your region?	
Would you like the email to be circulated to adjoining regions? Please state which regions. <b>N.B.</b> Branch events are advertised in the all-member monthly email	
Would you like a promotional card for social media? You can download a <a href="#">template</a> , or the regions team can create this for you.	
Would you like your event to be considered for additional CPD points?  See <a href="#">CPD benefits</a> and if yes, complete sections 4-8 of the separate <a href="#">CPD Event Approval Form</a> . Details will be forwarded to the RSB training team for approval. Direct specific queries to <a href="mailto:training@rsb.org.uk">training@rsb.org.uk</a>	