Creative Innovation Centre CIC –Provider, Tutor or Public Event Details Form.

Thank you for providing an event or workshop at CICCIC. To ensure that we can publish and promote the event correctly and optimumly we ask that you fill in the form below and return to us with any images you have legally obtained and a photo of you (where applicible).

***Advice for business and learning events:*** *When writing event details it’s important not to have the tone of ‘look what I can do for you’. It’s best to describe the problem you intend to cure, how you intend to solve it, what added value attendees will get from you compared to similar events and what benefits will people will go away with.* Send to info@ciccic.co.uk

|  |
| --- |
| Title of Event (make it tempting, tasty, sexy, straight to the point or offer a compelling offer or have a title that captures peoples attention) |
|  |
| Date/s & Time/s of Event (e.g. 24/09/12 – 10:00am-4.00pm) |
|  |
| Cost of Event and Maximum Number of Tickets/ Attendees (please note that if we sell tickets for you a 3.2% transaction fee + £0.20 per transaction will be paid to PayPal) |
| Cost per person £Max No: |
| Introduction & Overview |
|  |
| In Detail (mention here what kind of chapters/areas you will be covering and if anything is provided e.g. lunch, refreshments, etc.) |
|  |
| Who’s it For (intermediate, old people, women, start-ups, novices, youth, etc. Add other aspects such ‘people that are experienced with…or those that require better…etc.) |
|  |
| Attendee Benefits (what will they walk away with? What will they be able to do that they couldn’t do before? How will it make them feel?) |
|  |
| What You Need to Bring (what do attendees need to bring e.g. materials, laptops, food, mental attitude, etc. please list) |
|  |
| About Your Tutor (biography related to the event you are delivering and don’t forget to attach a picture of yourself) |
|  |
| Your Social Media, Links & Additional Info (please add your social media URL’s, you tube videos links, web address and anything else that you feel is relevant) |
|  |