Trustee Event Attendance Brief

This form is designed to provide CIBSE Trustees with all the essential information they need before attending an event. It ensures they understand the event’s purpose, format, and expectations by outlining key details such as the venue, organisers, dress and medal codes, purpose of attendance, and any speaking requirements. By consolidating this information, the form helps Trustees prepare appropriately and represent CIBSE effectively at each engagement.

Event Details

|  |  |
| --- | --- |
| Event Name | Insert name of event |
| Date and Time | Self-explanatory |
| Venue and Location | Full Address with city and country (if necessary) |
| Event Organiser | CIBSE Central / Services / region / SIG / society / external body |
| Attendee(s) | CIBSE Staff Attendees Names of Trustees Attending  |
| CIBSE Contact | Name and Contact Details |

Dress Code / Medal Code:

Dress Code

Please specify the expected attire based on the gender of the Trustee:

* **Gentlemen:** Casual / Smart / Lounge Suit (with CIBSE tie) / Black Tie / White Tie
* **Ladies:** Casual / Smart / Cocktail / Long

Medal Code

|  |  |  |
| --- | --- | --- |
| **Items** | **Yes/ No** | **Comments** |
| CIBSE Jewel of Office |  |  |
| CIBSE Long Service Medal |  |  |
| Carry CIBSE Jewel of Office in pocket |  | *Ready to put on Jewel of Office as appropriate* |
| OBE/ MBE/ Military /etc., Medals |  |  |
| Trustees Badge (Gold Pin)  |  |  |
| Trustee Magnetic Name Badge  |  |  |
| Other |  |  |

Purpose of Attendance

*Briefly describe the event, including its size, formality, prestige, and key attendees, to give the Trustee a clear sense of what they are attending. Explain why this Trustee has been invited (e.g., personally by name or as part of a general invitation) and add any relevant context or details to bring the event to life.*

Address / Speech Requirements:

*Outline whether the Trustee will be expected to speak (e.g., give an address, speech, or opening/closing remarks). If so, include details such as the theme, duration, and objective of their contribution. Provide as much context as possible to help them prepare effectively.*

Event sponsors:

*Sponsor organisation and tier of sponsorship*