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| **CIBSE Region Event/Email Request Form****Please email this form to** regions@cibse.org* Use this form to request events to be added to your region website and any related marketing emails.
* If you have another type of email you want to send, eg a newsletter, just complete the synopsis section below and the date you want the email sent.
* Please use one form per event/email.
* To limit the number of emails members and contacts receive, events may be combined into one email where appropriate.
* Where possible please give at least 7 working days’ notice for any email you want to send (though we will be flexible where required).
* Email content will be based on the copy provided though may be optimised to ensure consistency of style and branding. If significant changes are made we will send you the amended draft before sending.
* We will send on the date requested where possible. If this needs to change, eg because it clashes with other emails being sent that day, we will let you know and provide an alternative date.
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| Region Name: |  |
| Region contact details: *Name, email address and telephone no.* |  |
| Event title: |  |
| Event Date: |  |
| Event Timings/Agenda:*Please include start and end time as a minimum, and any catering being provided.* |  |
| Event Venue: *Venue name and full address.* |  |
| Event Speaker(s):*Name, job title, company, designations.*   |  |
| Event Synopsis: *Full details for inclusion on website and email*  |  |
| Sponsor(s):*Please attach any logos you would like included when you return the form.* |  |
| Partner(s):*Please attach any logos you would like included when you return the form.* |  |
| Please select which topic(s) will be covered:*Options listed are the search options on the events section of the CIBSE website. If not listed add suggested topic.* | [ ]  Air Conditioning[ ]  BIM [ ]  Buildings and Building Performance[ ]  Electrical Services[ ]  Energy, Sustainability, Climate and the Environment[ ]  Facades[ ]  Facilities, Management & Maintenance[ ]  Fire Safety [ ]  Heating[ ]  Lighting[ ]  Management & Project Management[ ]  Mechanical Services[ ]  Membership Briefing / Webinar[ ]  Public Health & Water[ ]  Sustainability[ ]  Ventilation |
| Other groups, regions, societies, networks that would be interested in the event.(i.e. the categories that need to be tickets |  |
| Booking link or contact details for booking:*Or advise if you would like HQ to create a booking link.* |  |
| Maximum no. of delegates |  |  Target no. of delegates |  |
| Email Subject Line |  |
| Date and time you would like an email sent: |  |
| If you would like a reminder email issued please indicate your preferred date?*Select one* | [ ]  Yes – Morning of the event date[ ]  Yes – approx. 1-2 days in advance of event [ ]  Yes – one week advance of the event[ ]  No email reminder required [Again via Newsletter – dates are pre conformed] |
| No of CPD Hours |  |