

Seminar & Webinar CHECKLISTS

Target Audience

Target networks	Age range	CIBSE member grades	Timings	
<input type="checkbox"/> Special Interest Group <input type="checkbox"/> Region <input type="checkbox"/> Society <input type="checkbox"/> Young Engineers Network <input type="checkbox"/> Fellows Network	<input type="checkbox"/> Children (under 18) <input type="checkbox"/> Young Engineers (18 – 35) <input type="checkbox"/> Experienced Engineers (35 - 65) <input type="checkbox"/> Retired Engineers (65+)	<input type="checkbox"/> Student <input type="checkbox"/> Graduate <input type="checkbox"/> Affiliate <input type="checkbox"/> Licentiate <input type="checkbox"/> Associate	<input type="checkbox"/> Member <input type="checkbox"/> Fellows <input type="checkbox"/> Non-members	<input type="checkbox"/> Morning <input type="checkbox"/> Lunchtime <input type="checkbox"/> Afternoon <input type="checkbox"/> Evening

Budgeting and Cash Flow Management

Income	Expenses
<input type="checkbox"/> CIBSE Funding <input type="checkbox"/> Ticket fees <input type="checkbox"/> Sponsorship	<input type="checkbox"/> Venue hire <input type="checkbox"/> Catering costs <input type="checkbox"/> Audio-Visual Equipment <input type="checkbox"/> Security <input type="checkbox"/> Printing and Materials <input type="checkbox"/> Transportation

Topic

Reasons for choosing this topic	Considerations	Yes	No
<input type="checkbox"/> It is of interest to target audience <input type="checkbox"/> It is one of the required CPD topics <input type="checkbox"/> It is about new & emerging technology <input type="checkbox"/> It aligns with the network's aims <input type="checkbox"/> It was requested by the members	Are attendees expected to have prior knowledge of this topic?	<input type="checkbox"/>	<input type="checkbox"/>
	Does the topic offer a unique perspective or new information?	<input type="checkbox"/>	<input type="checkbox"/>
	Can the audience apply the information or skills learned from the topic in their personal or professional lives?	<input type="checkbox"/>	<input type="checkbox"/>
	Is the topic feasible to cover within the time and resource constraints of the seminar?	<input type="checkbox"/>	<input type="checkbox"/>

Promotion

Eventbrite	Speakers	Additional
<input type="checkbox"/> Eventbrite set up <input type="checkbox"/> Tickets <input type="checkbox"/> Eventbrite has all the details	<input type="checkbox"/> Speaker confirmed <input type="checkbox"/> Name & Bio added to Eventbrite <input type="checkbox"/> Photograph added	<input type="checkbox"/> Network's LinkedIn pages <input type="checkbox"/> CIBSE Journal requested <input type="checkbox"/> External promotion (sponsor/collaborator's channels)

Potential Collaboration

Would this event be of interest to other CIBSE networks?	Would this event be of interest to other institutions?	Would this event be of interest to other industries?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No