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| **COURSE/WORKSHOP TITLE:** |
| **DAY 1-Date:**  Beginning time:  Ending time**:** |
| **DAY 2 Date:**  Beginning time:  Ending time**:** |
| **Day 3 Date:** Beginning time: Ending time: |
| **COURSE DIRECTOR(S)**  Name(s):  Country:  e-mail address(es):  Telephone number(s): |
| **FACULTY**  Names, Country, e-mail: |
| **PARTICIPANTS**  Minimum number onsite:  Maximum number onsite:  Target group (if applicable): |
| **OBJECTIVES** Brief description of course objectives: |
| **OVERVIEW** Brief description of course format and/or content: |
| **EDUCATIONAL MATERIAL**  To be handed over onsite at the course:  Pretest (if applicable):  Webinar prior to the live part (if applicable, please detail the time and programme): |
| **LUNCH & COFFEE BREAKS-TIMES**  Day 1 AM Coffee Break:  Day 1 Lunch:  Day 1 PM Coffee Break:  Day 2 AM Coffee Break:  Day 2 Lunch:  Day 2 PM Coffee Break:  Day 3 AM Coffee Break:  Day 3 Lunch:  Day 3 PM Coffee Break: |
| **ROOM** Please select room set-up from the options below.  ☐ Theatre style  ☐ Class room  ☐ U-Shape  ☐ Boardroom (one big table)  ☐ Banquet  ☐ Cabaret  ☐ Cocktail (without chairs)  ☐ T-shape  \_\_\_ work stations - number (if any) and specify location in the room:  ☐ front  ☐ middle  ☐ back  ☐ other (please precise):  \_\_\_ flip charts - number |
| **AUDIOVISUAL EQUIPMENT**  Please include the description how it is used and number  Screen  Beamer  Laptop  Microphones |
| **EQUIPMENT**  Please list the equipment which will be provided by companies you have previously reached out to (these materials should be provided by sponsors exhibiting at the main event):  Please also provide the logistical contacts (e-mail & telephone number) to finalise delivery. |
| **VOLUNTEERS/MODELS**  Please list here how many volunteers or human models you need for your course and if you have any specific requirements for them. Please also mention if you are going to recruit them yourself. |
| **SCHEDULE**  Please include the time, presentation topics and presenters and list the programme here: |
| **EVALUATION**  The evaluation form will include *general* questions applicable to all pre-courses/educational live events. Also event/course specific questions can be asked if needed.  The *general* questions that will be included are the following:  <https://www.surveymonkey.com/r/M7XGPZV>  Please provide here the list of *specific* questions pertaining to your pre-course/live event, if any, that you would like to have included in the evaluation. |