

**Event Application Form**

Thank you for your interest in hosting a UKSEDS event. Please complete this form and send as a **pdf** with any supporting documents to events@ukseds.org.

NOTES:

Applications for the 2016 conference will close on the 1st May 2015. Conference applications must be resubmitted each year once re-opened, they will not be kept on file.

Workshop applications will be stored and the most suitable branch selected based on the workshop to be held. We will contact the branch using the email submitted on this form.

Important points:

Workshop - Usually ~50 delegates

Conference - ~300 delegates

Past Conferences:

<http://www.ukseds.org/nssc2015/>

<http://ukseds.org/nssc2014/>

<http://ukseds.org/conference2013/>

If you have any queries about the events bidding process please contact our events team at: events@ukseds.org.

# Branch Background Information

## Branch Name:

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## University:

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## Number of Members:

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## Current Projects Summary (for this academic year):

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## Current Events Summary (for this academic year):

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## Why should we choose your branch to host our event?

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# Contact Details

## Name:

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## Email:

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## Phone:

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## Position:

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# Event Requested

(NOTE: You can put in requests for both a workshop and the conference however these should be submitted as separate forms. Forms with multiple requests in one will be disregarded.)

## Event Requested:

UKSEDS Workshop:  UKSEDS Conference:

## Reason for event requested (why workshop over conference or vice-versa):

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# Full Proposal Details:

## Facilities:

Please describe in details the facilities (both physical and other, eg internet access for non-students) available for the event, please include measurements of rooms, access routes and room capacities. Photos and floor plans appreciated.

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| (Please give full venue address in this section) |

## Budget:

Please provide a breakdown of venue costs expected for the event (especially room hire and portering costs). Actual quotes will stand you in better stead for selection than estimates (we need to see proof they are an actual quote).

(NOTE: In the past we have not needed to pay for workshop venue costs when booked by the host branch. For the conference we expect venue hire costs and portering to be less than £1000)

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Please provide a breakdown of catering costs expected for the event (for a buffet style lunch and tea/coffee provisions). Menus available from your college caterers appreciated.

(NOTE: Please state the number of people cost is stated for if total cost given, break down of per person, per item costs appreciated)

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## Transport:

Please describe in details the transport facilities in the area around the proposed location. This includes local public transport and major transport routes in (stations & airports) and parking facilities. Approximate times to and from stations to venue are appreciated.

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## Social (conference only):

Please provide detailed description and estimated cost of multiple local venues that could be suitable for the Saturday night social. Photos appreciated. (NOTE: These should be able to hold min 100 delegates).

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