Notification of EACD Event

Please provide the information requested below

Ensure all information is confirmed and correct as it is used for publicity, invitations, online booking and registration

The Event

Event name

Brief description of event

Type of event   ☐ In-person   ☐ Virtual   ☐ Hybrid

Event location

Event venue / online platform if virtual or hybrid

Accessibility information for the location and venue

ID requirements for attendees

Event time zone

Start date

Start time

End date

End time

☐ Provide event banner as an attachment

EACD Country Lead name

EACD Country Lead email address

EACD Country Coordinators' names

EACD Country Coordinators' email addresses

Registration

Maximum number of participants

Deadline for attendee registration

Price per EACD Member

Price for EACD Non-member

EACD Marketing Communications and Central Event Calendar

Full event description

Reasons to attend

Refreshments to be provided

Host details

☐ Photo attached

☐ Bio attached

Event moderator details

☐ Photo attached

☐ Bio attached

Please note, bios and high-resolution head and shoulder photos of each host, moderator, speaker and presenter to be emailed as attachments with this form

Event schedule / running order: format, presentations, panel, networking opportunities, etc

Speaker 1 details

☐ Photo attached
☐ Bio attached

Speaker 2 details

☐ Photo attached
☐ Bio attached

Speaker 3 details

☐ Photo attached
☐ Bio attached

Speaker 4 details

☐ Photo attached
☐ Bio attached

Speaker 5 details

☐ Photo attached
☐ Bio attached

Speaker 6 details

☐ Photo attached
☐ Bio attached

Additional speaker details can be attached to the email

Email the completed form to EACD Board Members Andrew Hillier and Elena Zambolin