**Single event: online advertising form**

FBMH currently use Columba to promote our internal and external events. Using Columba means that we are able to advertise FBMH events across a number of our sites, using only one system. To ensure that we advertise your event correctly, please fill in the following form with as much information as possible.

Once completed, please submit your form to: bmhcommunications@manchester.ac.uk

1. **Event details**

|  |  |
| --- | --- |
| **Event title** |  |
| **Date** |  |
| **Time** | Starts:  | Finishes: |
| **Location** | Room: | Building/address (incl. postcode if off campus): |

1. **Event description**

Please provide details about your event i.e. what the event is about, who the speakers etc. are and any further information which may be of interest to those wishing to attend the event.

1. **Event information**

Please **tick** applicable boxes:

[ ] Booking required [ ] Wheelchair Accessible

[ ]  Free [ ]  Family

1. **Audience**

Please **tick** applicable boxes:

[ ] Adults [ ]  Alumni

[ ]  University students [ ]  University staff

[ ]  Families [ ]  Post 16

[ ]  General public [ ]  Secondary schools

[ ]  Primary schools

1. **Which site(s) do you want your event to appear on?**

Please **tick** one box relevant to the audience of our event:

[ ]  BMH Intranet(for BMH Staff and/or students only)

[ ]  BMH Intranet, Faculty, School, Division or centre sites(for UoM and BMH staff and /or students)

[ ]  BMH Intranet, Faculty, School or Division sites and the UoM public calendar(for UoM staff/students, members of the public and staff/students from other universities)

1. **Is your event organised by the Faculty of Biology, Medicine and Health?**

Please **tick** applicable boxes:

[ ]  Yes

[ ]  No

 If no, please indicate who is organising the event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please note we are unable to promote events organised by external organisations which are not part of the University

1. **Event type:**

Please choose **one** option from the drop-down list below (click on ‘Choose an item’):

Choose an item.

1. **Price** (if applicable):
2. **Links**

Please provide links (including sign up pages such as Eventbrite) below:

|  |  |
| --- | --- |
| Name of site | URL  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Speaker(s):**

Please include details of your speakers:

|  |  |  |
| --- | --- | --- |
| Name | Job title | Organisation (Faculty/School/Division) |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Contact details:**

(Please leave blank if you do not want your contact details to appear on the website)

|  |  |
| --- | --- |
| Name |  |
| Email |  |
| Phone | +44(0) |