**Event Series: 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](mailto:bmhcommunications@manchester.ac.uk)

**1. Event Series 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.

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| --- | --- | --- | --- |
| **Event title** |  | | |
| **Event type**  **(Click on ‘Choose an item’ and select one from the list provided)** | Choose an item. | | |
| **Event host**  **(Click on ‘Choose an item’ and select one from the list provided)** | Choose an item. | | |
| **Speaker(s):** | Name(s) and Role: | | Organisation: |
| **Registration link:**  (include web address if applicable) |  | | |
| **Date of event** |  | | |
| **Time** | Starts: | Finishes: | |
| **Location** | Room: | Building/address: | |

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| **Time** | Starts: | Finishes: | |
| **Location** | Room: | Building/address: | |

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)

**5. Contact details:**

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

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