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**Researcher Development Programme**   
SESSION PROPOSAL FORM

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| SESSION TITLE |  | | |
| DATE / TIME |  | | |
| DURATION  Please specify any extra time needed to set up/pack down. |  | | |
| NAME OF PRESENTER / FACILITATOR  Please provide full titles, e.g. Dr or Professor, job title and organisation name (if external) |  | | |
| TYPE OF SESSION  e.g. seminar / staff development / workshop |  | | |
| TARGET AUDIENCE  e.g. doctoral students, early career researchers, discipline specific, etc. |  | | |
| ROOM INFORMATION  e.g. size, type (lecture theatre, agile classroom) and layout. Please think about how many people you expect to attend! |  | | |
| SESSION DESCRIPTION  Please provide a short paragraph outlining what the session is about and what participants will gain from attending (why should they come?) |  | | |
| **ARE refreshments required?**  If yes please provide details.  **NB.** No catering in Spark.  Agreement on catering costs to be confirmed prior to event taking place |  | Catering arrival time: | Catering pick up time: |

**Until we have all of this information we won’t be able to publicise this event.**

**N.B. Presenters should notify audience at start of session of any film, photography or lecture capture.**