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### Event brief draft template

Please note this is to be used as a draft and you will need to ensure you have reviewed the Community Events – Planning Guidelines and submit via the electronic Event Brief form which can be found in the [Community Events – Planning Guidelines](https://eaxchange.engineersaustralia.org.au/viewdocument/01-community-events-planning-guid?CommunityKey=6e03d8ff-ebb5-4f25-9ad9-85b9c2d3fde2&tab=librarydocuments). Please use this as a guide of what is required to be submitted in your event brief.

Check out our handy hints - [What you need to know before developing your event](https://eaxchange.engineersaustralia.org.au/viewdocument/what-you-need-to-know-before-develo?CommunityKey=6e03d8ff-ebb5-4f25-9ad9-85b9c2d3fde2&tab=librarydocuments)

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| --- | --- |
| **Contact Details (event lead details)** | |
| First & Last Name |  |
| Email Address |  |
| Phone Number |  |
| Local Division |  |
| Which group are you representing? |  |
| If the event is in collaboration with others, please specify: |  |
| **Event Brief** | |
| Event Type  Please note for Hybrid events, speaker/s need to present in person at the EA office  Webinar  Hybrid Event (Adelaide, Brisbane, Newcastle, Perth, Sydney only)  In Person  Site Visit (if a site visit additional questions such as PPE will be asked) |  |
| Proposed Date and Local Time |  |
| Alternative Proposed Dates  Please provide 2 - 3 preferred dates |  |
| Proposed Event Title  Sentence Case. Please provide a maximum of 60 characters including spaces |  |
| Subtitle  160 characters including spaces, one or two sentences to add further details and keywords that build on your event title |  |
| Event Overview  This is one paragraph approximately 500 characters including spaces |  |
| Program Timeline  Timings to be provided for In person, Hybrid and site visit events. |  |
| Learning Outcomes  The learning outcomes explain to participants what  they learn from attending the event and how they can  put this into practice.  Use these opening sentences to define  -What’s in it for an attendee?  - In this presentation you will learn what/how to/why….  - You will gain an understanding of… |  |
| **Speaker Details**  If your event will have more than 3 people involved (MC, speaker, panelists etc), you will need to ensure there is gender diversity (and we encourage other areas of diversity be considered also). See here to view [EA's panel pledge](https://www.engineersaustralia.org.au/about-us/diversity-and-inclusion). If your event is Hybrid your speaker/s need to present in the EA office in person. | |
| Speaker 1 Full Name |  |
| Speaker 1 Job Title and Organisation |  |
| Speaker's 1 Email Address |  |
| Speaker 1 Phone Number |  |
| Speaker's Biography (max 100 words)Please put bio in third person |  |
| **Add additional rows for multiple speaker details** |  |
| MC Name |  |
| MC email address |  |
| MC Contact number |  |

File Uploads (you may upload multiple files)

* **Speaker photo (s),**please upload high res image 160 x 160 in JPEG.  If you have multiple speakers please ensure the **image is saved as their name.**The [**speaker image resize template**](https://eaxchange.engineersaustralia.org.au/HigherLogic/System/DownloadDocumentFile.ashx?DocumentFileKey=73819b39-5721-2253-51ba-8076e787d4d3&forceDialog=0)can assist with resizing your images.
* **Event Website Hero Image**  
  You may upload an event hero image to appear on the event website **if you are the original owner of the image or have approval from the original owner.**