**Event Proposal Form**

Please provide the information requested below and return to [events@iom3.org](mailto:events@iom3.org).

Before submitting your event proposal, please note that IOM3 EDI objectives are to promote and demonstrate diversity across our activities and it is therefore a requirement that events do not have single gender panels and should strive for wider diversity wherever possible. We also follow sustainable practices; wherever possible digital documents will replace paper, waste minimised and selection of locations and venues with sustainable credentials is an important consideration in event development.

Your name and contact details:

Please provide the name of proposing IOM3 Group/s:

TYPE OF ACTIVITY

❑ Online ❑ Face to face ❑ Blended physical/virtual

❑ Conference ❑ Seminar ❑ Workshop ❑ Lecture ❑ Panel/Fireside Chat ❑ Social event

❑ Other (Please specifiy)

PROVISIONAL TITLE OF THE ACTIVITIY:

EVENT OBJECTIVES:Why are we creating this event, what will be gained from it and why this subject is important?

PROPOSED DATES  
Is there a particular reason for choosing these dates, if so please advise?

Have you checked the proposed dates for competing events? Yes/No

PROPOSED LOCATIONPlease note that if an online event, this will be hosted on **Zoom**:

Is there a particular reason for choosing this location?

COMPETITIVE EVENTSAre you aware of any past/future activities on this topic or for this audience? Please provide information about any other events/event organisers covering this topic to allow us undertake research and benchmarking activities.

WHO SHOULD ATTEND?

• Please advise target audience by material, sector and application

• Please advise types of companies/organisations who will attend

• Please advise job levels/titles of people who would be interested in the event

EXPECTED AUDIENCE NUMBER:How many people do you hope to attract?

WHY SHOULD THEY ATTEND?   
What will make this event unique and compelling to the audience?

What are the three important take away benefits for participants?

1.

2.

3.

CONTENT/SCOPE   
Please provide a brief synopsis of the key elements of the content/programme?

EVENT PARTNERSIs there a possibility for collaboration with other associations or organisations? Please provide details of relevant associated professional bodies/societies.

Please confirm if it is intended for IOM3 to take the lead.

COST RECOVERY

❑ REGISTRATION FEES.  
 If available please indicate market tolerant fees charged for similar events in the sector.

❑ SPONSORSHIP**:** Please indicate potential companies for sponsorship or exhibition.