

**South Tees Research Innovation and Education**

**EVENT INFORMATION FORM**

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| --- | --- |
| Event name |  |
| Lead contact |  |
| Contact details |  |
| Proposed date |  |
| Proposed venue |  |
| Equipment required |  |
| Brief overview |  |
| Learning outcomes |  |
| Target audience |  |
| Income generation |  |
| Min/max numbers |  |
| Speakers |  |
| Exhibitors |  |
| Accreditation |  |
| Social events |  |
| Transport |  |
| Other information |  |
| Action plan |  |