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| **Topic** |
| **Audience eg registrars, supervisors, college** |
| **Final desired outcome (may include learning objectives)** |
| **Expected numbers** |
| **Session type eg in person workshop, webinar** |
| **Session time eg work hours, evening, weekend** |
| **Venue** |
| **New or repeat session** |

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| **Draft program** |
| **Speakers** |
| **Allocate tasks** |
| **Pre and post event reading/activity** |
| **Special requirements eg equipment, filming, facilitators required** |
| **Backup plan** |
| **Feedback** |
| **Evaluation** |