

**PRIMARY CAREERS CONFERENCE 2016**

**Powered by the Knowledge Quarter**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of Organisation:** | | | | | |
| **Contact Name:** | | **Email:** | | **Telephone:** | |
| **Please tick what you propose to deliver at the event.** | **Key note speech** | | **Workshop** | | **Stall** |
| **Key aims for your audience.** | | | 1.  2.  3. | | |
| **Maximum number of participants you could work with.** | | |  | | |
| **Proposed Content** | | |  | | |
| **Outcomes:** | | | 1.  2.  3. | | |
| **Would you be able to provide Business Volunteers who could support the event on the day?**  **If yes how many Business Volunteers could you provide?** | | | Yes [ ]  No [ ]  **Number of volunteers**: | | |
| **Cost:** | | |  | | |
| **Technical support or resources needed:** | | |  | | |
| **Ideal room/space set up:** | | |  | | |
| **Are you happy for film and photography to be used:** | | |  | | |
| **Main risks:** | | |  | | |
| **Do you have any dietary requirements:** | | |  | | |