

**Event Proposal Application**

**Please complete this form, and return it to** [**contact.nine@durham.ac.uk**](mailto:contact.nine@durham.ac.uk)**; applicants should allow at least two weeks for the DTP to consider the proposal. Guidance may be found below.**

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| Pathway(s): |
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| **Event Organiser(s):** |
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| Event Title: |
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| **Partners Involved (i.e. Universities, or external organisations / partners)** |
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| --- | --- |
| Projected number of attendees: | Date / location |
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| --- |
| Brief Description of event, and expected learning outcomes |
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| --- | --- |
| Projected costs |  |
| Refreshments |  |
| External speaker / facilitator fees |  |
| Travel costs for non-NINE DTP students |  |
| Stationery costs & incidentals (pens, flip charts, etc.) |  |
| Other (please specify) |  |
|  |  |

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| --- | --- |
| Would you like the DTP to promote the event across all Pathways? | Yes / No |
| Would you be able to open the event to non-DTP students | Yes / No |
| Would you like the event to be promoted to other DTPs / nationally? | Yes / No |

**Brief Notes:**

**Format:**

The DTP is keen to encourage a broad spectrum of formats, including conferences, seminars, guest lecturers, workshops, etc. We are keen to hear all ideas. Consideration should be given to whether *remote participation* could be facilitated, to allow greater flexibility for participants who might otherwise have to travel some distance.

**Pathway(s):**

Multiple pathways may elect to run events jointly, particularly in those instances where pathways have fewer students.

**Partners Involved:**

The DTP is keen to see training that operates not only across a number of partners, but also training which might involve external partners – experts from industry, government, for example. Where appropriate, the DTP could cover the travel costs and accommodation of external facilitators / contributors.

**Projected number of attendees:**

Please note, pathway events should be available to students from across the partnership. Pathway events may be opened to students not funded by NINE DTP, as long as NINE DTP students are in attendance. In cases where externals are to be invited, indicative numbers of DTP / non-DTP students would be useful.

**Date / Location:**

These do not have to be fixed at the point of application; rather, these can be indicative.

**Brief Description of event, and expected learning outcomes:**

Please provide details of the structure of the event, the facilitators, and the proposed agenda / programme (if possible).

**Costs**

We would generally expect pathway events to cost under £500; events comprising multiple pathways may apply for larger sums where appropriate.

Please note, the DTP would hope to keep any room booking fees to a minimum; free event spaces (for instance, the DTP Hub in Durham) may be used where possible.

The DTP cannot cover costs for academic travel or accommodation for any academic within our partner institutions; these costs are to be met by the institutions, as part of each institutions contribution to the DTP.

**Administration**

NINE DTP is not able to offer administrative support to pathway level events.

**Post-event**

After the event, we would ask the event organisers to email the DTP at [contact.nine@durham.ac.uk](mailto:contact.nine@durham.ac.uk) with the number of attendees, the final costs and financial details to allow for the reimbursement of funds.