

Event Concept: _____

Information	
Type of event	
Expected visitors	
Estimated length of the event	

Contact info of participants (first person on the list will be in contact with the core team)			
Name	Surname	Email	Phone number

Contact info of speakers (please fill it out)			
Name	Email	Phone number	Confirmation/ cancellation?

Topic of event
How is your topic connected to sustainability?
To which SDGs can your event be related to?
Goal and take-home message of your event

Important: it is important to talk about this with the speakers!

Necessary equipment		
I will bring it myself (pen, post-its,...)	I need this from the university (e.g. Beamer, Flipchart)	Amount
Do you need a room at one of the universities?		
Special requirements concerning the room:		

Count everything you need so our infrastructure team can provide and reserve everything in advance!

Budget	
What	CHF
Total:	

*Important: Please register all your expenses necessary for your event. **Try to think of everything** (Rents, Apéros etc)! Please estimate rather generous costs than expected so that we can plan with rather higher than lower costs at the end. **Gifts** for speakers will be organized by the infrastructure team.*

Send the form by **January 10** to: programm@nachhaltigkeitswoche.ch