Event 1
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?
Did your audience include children?

Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about
- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

---

**Event 2**

Once complete, scroll down to add your next event

**Event information**

- Event name
- Venue / Platform
- Event organiser
- Were your plans affected by Covid-19?
- Was this event held more than once or as part of a series?
- Start date
- End date
- Event type
- Secondary event type (optional)
Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
  the event organisers
  the session chairs
  the speakers
  the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/ audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)
Event 3
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?
Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event 4
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)
**Additional information**
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

**Finance & Legal**

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

**Health and Safety**

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about

- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event
Inclusion & Diversity

Please provide any diversity information you have about
  the event organisers
  the session chairs
  the speakers
  the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here
Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/ audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event 7
Once complete, scroll down to add your next event

Event information
Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about the event organisers
the session chairs
Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/ audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event 8
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?
Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

**Health and Safety**

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about

- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

**Event 9**
Once complete, scroll down to add your next event

**Event information**

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?
Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience

Did you encounter any particular barriers to holding an inclusive event?
Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event 10
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?
Did you collaborate or seek sponsorship for this event?

**Health and Safety**

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about

- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

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**Event 11**

Once complete, scroll down to add your next event

**Event information**

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?
Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

**Finance & Legal**

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

**Health and Safety**

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience

Did you encounter any particular barriers to holding an inclusive event?
Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event 12

Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety
Which Risk Assessment was completed for this event?

Did your audience include children?
Did your event comply with Rule 8.3 of the member network rules?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Click here to go back to the top of this page

Event 13
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)
Event 14
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?
Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about
- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

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**Event 15**

Once complete, scroll down to add your next event

**Event information**

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)
Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here.

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event.

Inclusion & Diversity

Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/ audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)
Event 16
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity
Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

---

Event 17
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal
What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

**Health and Safety**

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about the event organisers, the session chairs, the speakers, the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/ audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

**Event information**

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience
Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

| Event 19
| Once complete, scroll down to add your next event

## Event information

- Event name
- Venue / Platform
- Event organiser

**Were your plans affected by Covid-19?**

**Was this event held more than once or as part of a series?**

- Start date
- End date

- Event type
- Secondary event type (optional)

- Audience type
- Secondary audience type (optional)

**Number of attendees (approx.)**

**Additional information**
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

## Finance & Legal

- What was the approx. projected budget for this event?
- Was this event free or did you charge for registration/tickets?

**Did you have any contracts associated with this event?**

**Did your committee offer any grants or financial support for this event?**
Did you collaborate or seek sponsorship for this event?

Health and Safety
Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity
Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event information
Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?
Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
the event organisers
the session chairs
the speakers
the audience

Did you encounter any particular barriers to holding an inclusive event?
Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event 21
Once complete, scroll down to add your next event

Event information
Event name
Venue / Platform
Event organiser
Were your plans affected by Covid-19?
Was this event held more than once or as part of a series?
Start date
End date
Event type
Secondary event type (optional)
Audience type
Secondary audience type (optional)
Number of attendees (approx.)
Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal
What was the approx. projected budget for this event?
Was this event free or did you charge for registration/tickets?
Did you have any contracts associated with this event?
Did your committee offer any grants or financial support for this event?
Did you collaborate or seek sponsorship for this event?

Health and Safety
Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about
- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Click here to go back to the top of this page

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**Event 22**

Once complete, scroll down to add your next event

**Event information**

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)
**Audience type**
Secondary audience type (optional)

**Number of attendees (approx.)**

**Additional information**
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

**Finance & Legal**

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

**Health and Safety**

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

**Inclusion & Diversity**

Please provide any diversity information you have about
- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)
Event 23
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?
Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
- the event organisers
- the session chairs
- the speakers
- the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)

Event 24
Once complete, scroll down to add your next event

Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)
Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?  
Was this event free or did you charge for registration/tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity

Please provide any diversity information you have about
  the event organisers
  the session chairs
  the speakers
  the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/audience and the steps you have taken to be inclusive (e.g. using an accessible venue, hiring a BSL translator for your webinar)
Event information

Event name
Venue / Platform
Event organiser

Were your plans affected by Covid-19?

Was this event held more than once or as part of a series?

Start date
End date

Event type
Secondary event type (optional)

Audience type
Secondary audience type (optional)

Number of attendees (approx.)

Additional information
If you would like to provide additional information about your event (e.g. about the target audience, or link to photos or blog article), please include it here

Finance & Legal

What was the approx. projected budget for this event?
Was this event free or did you charge for registration/ tickets?

Did you have any contracts associated with this event?

Did your committee offer any grants or financial support for this event?

Did you collaborate or seek sponsorship for this event?

Health and Safety

Which Risk Assessment was completed for this event?

Did your audience include children?

Please provide any relevant additional health & safety information for your event

Inclusion & Diversity
Please provide any diversity information you have about
  the event organisers
  the session chairs
  the speakers
  the audience

Did you encounter any particular barriers to holding an inclusive event?

Please provide any additional information about the diversity of your speakers/
audience and the steps you have taken to be inclusive (e.g. using an accessible
venue, hiring a BSL translator for your webinar)
<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent Local Section AGM</td>
<td>17/03/2021</td>
<td>GoToMeeting</td>
</tr>
<tr>
<td>Social Event</td>
<td>17/03/2021</td>
<td>David Alker</td>
</tr>
</tbody>
</table>

Online version of traditional physical event

Social Event

Lecture by Vanessa Bird on the theme of St Patrick and Irish chemistry

No FOC

NA - online event without children
<table>
<thead>
<tr>
<th>Speaker is wheelchair bound. No other issues as virtual only</th>
</tr>
</thead>
<tbody>
<tr>
<td>No diversity issues</td>
</tr>
<tr>
<td>No diversity issues</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>No</td>
</tr>
</tbody>
</table>

Click here to review your entry for Event 1

<table>
<thead>
<tr>
<th>Quiz</th>
<th>GoToMeeting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Robert Goldmann &amp; Craig Milsted</td>
<td></td>
</tr>
</tbody>
</table>

Social Event

<p>| 28/04/2021 |
| 28/04/2021 |</p>
<table>
<thead>
<tr>
<th>All</th>
<th>£0</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 teams</td>
<td></td>
</tr>
<tr>
<td>UK wide audience</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>FOC</th>
<th>£0</th>
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<td>No</td>
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<tr>
<th>NA - online event without children</th>
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<td>No</td>
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<td>N/A</td>
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</table>

<p>| No diversity issues |     |
| No diversity issues |     |
| No diversity issues |     |
| No diversity issues |     |
| No                   |     |
| N/A                  |     |</p>
<table>
<thead>
<tr>
<th>Cheese-tasting</th>
<th>GoToMeeting</th>
<th>Gemma Scotney</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New event considered as a result of Covid-19</strong></td>
<td>No</td>
<td></td>
</tr>
<tr>
<td><strong>Social Event</strong></td>
<td>24/05/2021</td>
<td>24/05/2021</td>
</tr>
<tr>
<td><strong>All</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>28 households</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Talk by Vanessa Bird and Cheesemakers of Canterbury</strong></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>£300</strong></td>
<td></td>
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<tr>
<td><strong>£5 for members/£10 for non-members</strong></td>
<td></td>
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<td>No</td>
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<td>No</td>
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<td><strong>NA - online event without children</strong></td>
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<tr>
<td>No</td>
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</table>
No diversity issues
No diversity issues
No diversity issues
No diversity issues
No diversity issues

Speaker is wheelchair bound

**Click here to review your entry for Event 3**

<table>
<thead>
<tr>
<th>Networking event</th>
<th>GoToMeeting</th>
<th>Emilia Bertolo</th>
</tr>
</thead>
</table>

New event considered as a result of Covid-19

| No | 17/06/2021 | 17/06/2021 |

<table>
<thead>
<tr>
<th>Networking Event</th>
<th>All</th>
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</thead>
</table>
Sarah Salter RCDP, Career and Professional Development Adviser at the Royal Society of Chemistry, gave a brief talk how to network effectively at virtual events and conferences, or via networking platforms and this was followed by two break-out sessions. The cake was also excellent – the online delivery company ‘Sponge’ and easy to work with and efficient and we will use them again.

<table>
<thead>
<tr>
<th>FOAF</th>
<th>£100</th>
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<tr>
<td>No</td>
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<tr>
<th>NA - online event without children</th>
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<th>N/A</th>
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</table>
Atmospheric Chemistry
GoToMeeting
David Alker

New event considered as a result of Covid-19
No

18/08/2021
18/08/2021

Public Lecture
All

29

Talk was well delivered and well received

£0

FOC
No

No

No

NA - online event without children

No

N/A
<table>
<thead>
<tr>
<th>Event 5 Details</th>
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<tbody>
<tr>
<td><strong>Title:</strong> Gin-tasting GoToMeeting Anna Andreou &amp; Gemma Scotney</td>
</tr>
<tr>
<td><strong>Date:</strong> 22/09/2021</td>
</tr>
<tr>
<td><strong>Type:</strong> Social Event</td>
</tr>
<tr>
<td><strong>Guests:</strong> All</td>
</tr>
<tr>
<td><strong>Seating:</strong> 30</td>
</tr>
<tr>
<td><strong>Feedback:</strong> Feedback was overwhelmingly positive</td>
</tr>
<tr>
<td>£10 for members and £15 for non-members £500</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>No</td>
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<td>No</td>
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<td>No</td>
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<tr>
<td>NA - online event without children</td>
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<td>No diversity issues</td>
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<td>N/A</td>
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[Click here to review your entry for Event 6]
Coffee morning
GoToMeeting
Sam Booth

New event considered as a result of Covid-19

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17/11/2021
17/11/2021

Networking Event

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4

Adam Brownsell from RSC Chemistry World gave a fascinating insight into the organisation and production of CW

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NA - online event without children

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<td>No diversity issues</td>
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<td>No diversity issues</td>
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<td>No diversity issues</td>
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<td>No diversity issues</td>
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<td>N/A</td>
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Click here to review your entry for Event 7

<table>
<thead>
<tr>
<th>Walk on Langdon Cliffs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outdoor walk</td>
</tr>
<tr>
<td>Robert Goldmann</td>
</tr>
</tbody>
</table>

Postponed, see Future Events for info
Click here to review your entry for Event 8

Curling
Fenton's, Tonbridge
Cancelled
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
<th>Type</th>
<th>Duration</th>
<th>Cost</th>
<th>Attended</th>
<th>Children</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>30/11/2021</td>
<td>NA - online event without children</td>
<td>All</td>
<td>72</td>
<td>£1,000</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<td>No</td>
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</tbody>
</table>
Click here to review your entry for Event 9
Autumn Quiz
GoToMeeting
Robert Goldmann & Craig Milisated

Postponed, see Future Events for info
**Chemistry Challenge**
Postal competition
Sam Booth

Online version of traditional physical event
No

| 01/11/2021 | 15/01/2021 |

Competition

School students

£0

FOC

No

No

No

TOTB was not held in 2020/2021 by Kent Local Section. A postal round was held in 4Q2020 but no physical event was held in January 2021 at the University of Greenwich.
<table>
<thead>
<tr>
<th>NA - online event without children</th>
<th></th>
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<tbody>
<tr>
<td>Yes</td>
<td></td>
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<tr>
<td>Yes</td>
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<tr>
<td>N/A</td>
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| N/A                               |  |
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| N/A                               |  |

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</table>

[Click here to review your entry for Event 12]
Click here to review your entry for Event 16
Click here to review your entry for Event 17
Please include events sponsored or hosted by the committee during 2021, including those postponed or cancelled due to Covid-19. Please include events sponsored by the committee on the Community support page.

The questions in this section are designed to capture information for the full breadth of member network activities, from lunch meetings to multi-day conferences. If the questions are not relevant to your event, please respond with "NA" or "Not Applicable".
Complete

Optional

Optional
Incomplete

Information needed
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Information needed

Optional
Why do we need the Annual Report?

Each year the RSC provides over £300,000 in grants across our volunteer-led member networks. Through these grants, our volunteers generate a substantial amplification in our reach and impact, and contribute to our charitable purposes.

The Annual Report enables us to measure and quantify this reach and impact, and we use the data to promote to existing and potential members the breadth and quality of our community-led activities.

This section is for events organised by the committee, or as part of a collaboration with another network or organisation. If your committee supported the event (e.g. through a sponsorship agreement or conference exchange) but were not involved in the planning and implementation of the event then please add this information in the Community Support section.

Add sponsorship information in the Community support section

We ask for information about your event and audience to identify gaps in our offer to our members and the broader community, and common themes where we can improve the support and resources for our member network committees.

We are also asking about the continued impact of Covid-19 on member network events. We are aware of several cancellations and changes to events planned in 2020 as a result of Covid-19, and we would like to take this opportunity to see the full impact of the pandemic on member network events in 2021.

Finance & Legal

Committee members must not sign a contract on behalf of the member network or they run the risk of being personally liable for any losses or penalties incurred. All contracts must be reviewed by the RSC Legal team and signed by a member of staff.

All member networks are required to seek approval from the Member Communities Board before entering into a contract with financial liability >£10,000 or organising an activity with an overall budget >£15,000.

Download the member network contract review process here

Health and Safety

It is a legal requirement that all hazards and risks be considered, assessed and managed for all member network events to fulfill our duty of care towards everyone involved.
for all member network events to fulfil our duty of care towards everyone involved. Member network Secretaries should ensure that appropriate risk assessments are completed for all events and activities. Any events or activities organised by or associated with the committee targeted at engaging children must comply with our safeguarding policies and procedures (Rule 8.3).

**Inclusion & Diversity**

As a professional and membership body, and a leading voice for the chemistry community, we have a responsibility to promote inclusivity and accessibility in order to improve diversity. We define diversity broadly, including sex, gender, race, career path and stage, communication style, education, experience, first language, geography, job sector and socioeconomic status. We set targets rather than quotas across our activities and we reach such targets through positive action rather than positive discrimination.

There must be a diverse team of individuals in the organisation of any meeting, conference or event managed or supported by RSC member networks to provide balance in decision-making and reduce risk of bias. Any sole meeting, conference or event organiser must consult with at least two others, preferably with diverse backgrounds and experiences.

**Supporting information**

**Why do we need the Annual Report?**

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---

*Download the member network contract review process here*

*Read about our risk assessment procedure and safeguarding policy here*

*Visit our inclusion and diversity resources page for bespoke guides for member networks to support you when running events, managing committees and communicating information.*
Supporting information

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