DATA OBSERVATORY BOOKING FORM

1. Please ensure that you read the booking guidelines prior to completing this form.

2. The boardroom is automatically booked if you book the DO.

3. Please direct your enquiries to: gdobookings@imperial.ac.uk

Event details:

|  |  |
| --- | --- |
| Event Date |  |
| Start time (not before 10am) |  |
| End time (not after 5pm) |  |
| Event title |  |
| Event goal (1 sentence) |  |
| Number of attendees (maximum 25) |  |
| Technical background of attendees |  |
| Do you have your own speaker? |  |
| If not, are you booking a speaker? |  |
| Do you expect the presentation to cover a general topic or a specific one? |  |
| Do you wish to upload a new demo?\* |  |
| Are you planning to order catering? \*\* |  |

\* Please check the technical specs for the demo and email our DO team at least two weeks before the visit date.

\*\* The event organiser must order the catering directly with Imperial college or external caterers and ensuring that this is set up and taken away.

Contact details:

|  |  |  |
| --- | --- | --- |
|  | Name | Contact telephone no. |
| Imperial organiser (if applicable) |  |  |
| Imperial host (if applicable) |  |  |
| External host |  |  |

Agenda
(see demonstration library for list of demos and booking requirements)

|  |  |  |  |
| --- | --- | --- | --- |
| Time | Specify room- Boardroom or DO | Topic or Demonstration | Presenter |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

By submitting this form, you confirm that you have read and agreed to the DATA OBSERVATORY (DO) AND DSI BOARDROOM GUIDELINES.