**Content Template – Event in Conference Manager**

Fill in the template with the requested information needed to create a standard event in Conference Manager (CM). Further information can be requested for more customised events.

|  |  |
| --- | --- |
| **Event title:** |  |
| **Date and time for event (start and end):** |  |
| **Deadline for registration:** |  |
| **Language:** |[ ]  Danish |
|  |[ ]  English |
| **Physical or virtual event:** |[ ]  Physical |
|  |[ ]  Virtual |
| **If physical, information about the location:** | Name (building and room number): |
|  | Address: |
|  | Zip code and city: |
| **If virtual, link for the event:** |  |
| **Maximum number of participants:** |  |
| **Do you have a fixed list of participants that you want to invite?** |[ ]  Yes |
|  |[ ]  No |
| **If yes, do you want to invite the participants via the CM system?**[[1]](#footnote-1) |[ ]  Yes |
|  |[ ]  No |
| **Contact person’s email (will receive questions etc. about the event):** |  |
| **Free or payment event**[[2]](#footnote-2)**:** |[ ]  Free |
|  |[ ]  Payment |
| **If payment:** | Price in DKK:  |
|  | Project and activity number: |
| **Which information do you need from the participants?**[[3]](#footnote-3) | * First name (default)
* Last name (default)
* E-mail (default)
* …
* …
 |
| **Any other requests or comments?** |  |

1. If yes, more information is needed and I will contact you. Requires more preparation time. [↑](#footnote-ref-1)
2. If payment, more information is needed and I will contact you. Requires more preparation time. [↑](#footnote-ref-2)
3. Please phrase specific sentences and (if relevant) answer options. Add more bullets if needed. [↑](#footnote-ref-3)