**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)