



# EVENTS BOOKING FORM

ISEP membership engagement activity is driven by members, for members. As sustainability leaders, we want to enable you to lead the agenda by bringing people together to network, share knowledge and build partnerships.

\*Please note: for all ISEP face-to-face events, **for insurance purposes all attendees must now book through Eventbrite**, anyone who is not on the delegate list or does not have a booking confirmation will not be admitted to the event.

## Section 1 About the event

Lead Organiser	
Region	
Digital event type: Webinar, Coffee Morning, Workshop, Virtual Tour, Other	
Face-to-face event type: Social with Speaker, Social Networking, Workshop, Site Visit, Other	
Event title	
Proposed date	
Proposed time (start-finish)	
Maximum No. of delegates	
<b>Overview</b> Please provide approx. 150 words for marketing text to be used on the website, including: <ul style="list-style-type: none"> <li>• What will the event cover?</li> <li>• Who are the ideal delegates?</li> <li>• What will delegates take from the event?</li> </ul>	
<b>Short version of overview</b> (<50 words) to be used for website, comms and "watch again"	
<b>Policy area</b> (Please only select one – the most relevant)	<input type="checkbox"/> Climate Change & Energy <input type="checkbox"/> Pollution <input type="checkbox"/> Natural Environment <input type="checkbox"/> Corporate Sustainability <input type="checkbox"/> Environmental Management <input type="checkbox"/> Impact Assessment <input type="checkbox"/> Resource Management <input type="checkbox"/> None

Target audience (Tick all applicable)	<input type="checkbox"/> Members <input type="checkbox"/> Non-members <input type="checkbox"/> Both
Polls or extra requests	

## Section 2 About the venue

Venue name	
Address	
Contact email	
Expected costs (for sign-off) Venue   Transport   Refreshments: *Is the catering vegetarian/vegan, single use plastic free?	
Equipment required from delegates (PPE etc)?	
Has a Risk Assessment taken place? *This is good practice, here is a helpful <a href="#">link</a>	
Does the venue have Public Liability Insurance?	

## Section 3 Speaker(s) Information

Speaker name and job title	
Employer	
Email address	
Outline of presentation • Topic • Relevant experience • Bio	

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#### Section 4 Supporting marketing information

Key reasons to attend this event	
Key quotes	
Photography   Imagery (Attach Images   Link to Images)	
Social Media Hashtags /Handles	

Please return all completed forms to Jocelyn Stark-Bright [j.stark-bright@isepglobal.org](mailto:j.stark-bright@isepglobal.org) who will be your point of contact.

**Regional contact**  
[j.stark-bright@isepglobal.org](mailto:j.stark-bright@isepglobal.org)  
(0)1522 271722

**Head office**  
(0)1522 540069  
[isepglobal.org](http://isepglobal.org)

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