

Discipline+ Catalyst

Event Advertising Template

Once Catalyst Training Plans have been approved and the date(s) for events confirmed, this template should be completed and returned to SGSAH’s Communications Coordinator. We will use these details to advertise training events through:

* Our website;
* the SGSAH intranet;
* An email to subscribers of our Weekly Digest;
* Social media channels (Bluesky);
* Our monthly newsletter (subject to timing)

We also encourage you to share event information through your own networks, as well as those of Catalyst members and your HEIs, to maximise reach.

**Important:** it is the responsibility of the event organiser, Catalyst Lead/Deputy or relevant HEI admin support (for Catalyst Lead) to ensure **that booking information is set up in advance** (e.g., via Microsoft Forms, Eventbrite or Bookitbee). SGSAH will not advertise training events via the above channels unless a way to book is available.

Please complete this form and submit it to [mariam.jack@glasgow.ac.uk](mailto:mariam.jack@glasgow.ac.uk) **at least two weeks before the registration deadline** of the event to allow sufficient time for promotion.

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| Discipline+ Catalyst: |

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| Event Name: |

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| Event Date: |

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| Start & End Time: |

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| Venue Address: \*For in-person events only. Please provide the full address and any special directions if applicable. |

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| Event Registration Deadline (to be made public with advert): \*Any participant requiring BSL should notify the organisers by this date. |

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| Further Details and Booking Link: \*When creating the booking form, please request that participants use their institutional email addresses to ensure those signing-up are from Scottish HEIs |

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| Event Contact Email (to be made public with advert – usually event organiser): |

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| Will travel costs for this event be met? |

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| Event Summary: \*Provide a concise and engaging description (c200 words) of your event suitable for promotion on the SGSAH website. You may copy this from the original Catalyst Training Plan if applicable. |