**Application for CTLS endorsement of an Event**

Title of the Event

Is the event a course, workshop, conference or symposium

Person responsible for the event and position

Institution

Brief description of the event content (maximum 200 words)

Who is the target audience (researchers, technicians, facility staff, administration…)?

Format of the event (online, on site,…)

Duration and program outline of the event

In the case of a course what are the learning outcomes (Knowledge and understanding, Skills and abilities, Judgement and approach)?

In case of a University course is this a graduate, undergraduate or other course?

Do the participants get ECTS-credits (European Credit Transfer System)?

Key Instructors and/or speakers (affiliation, short CV or biosketch)

Has the event been run before? If so, when and where (provide a web link or relevant documents)?

Is there a registration fee? Do CTLS members receive a discount?

Describe the event evaluation that has previously taken place (if appropriate) and the planned event evaluation (Quality assurance and review)

Additional information