# **NCL GP Website EVENT template v1.4**

**IMPORTANT:** Content from the NCL GP website can be accessible for organisations outside of NCL and the public. For any sensitive content that needs to be uploaded, it is the submitter (or behalf of) who holds responsibility to contact the website team so that appropriate measures can be taken to protect access for registered logged in users only.

To put an event (training course/conference etc) onto the NCL GP Website, please fill out the **Event** template below.

**Before you begin: Who is the audience for your event?** These listings are for education/interest events for healthcare professionals and practice staff ONLY.

If your intended audience is residents, for example, we can host your information in a news item and ask practice to promote. See [here](https://gps.northcentrallondonccg.nhs.uk/how-to-get-information-onto-website) for how to do this.

**How to use this form**

* **For identical events held at different times:** please complete one form for all identical events: add the basic details common to all, then in the date section add the list of all dates/sessions, and venues if they differ.
* **For linked events eg courses, progressive training sessions:** complete one form for each event and ensure that you indicate they are linked.
* rename the file to include event name
* email it with any attachments to: gp.website@nhs.net
* please ensure
	+ supporting documents are accessed at source where possible, ie a link to the document on a reputable site, eg gov.uk in preference to a local copy
		- if you can’t provide a link, any necessary attachments should be sent as PDFs (or editable Word documents if necessary).
		- Please send as an attachment and NOT embedded in the template
	+ tables are sent as PDFs (for attachment), or image files (for display in the text).

**Please note: The following deadlines apply to event listings.**

* **To ensure your event is included in the next NCL GP Weekly Bulletin, please submit your event a minimum of two weeks before the event date.**
* **Events submitted one week before the event date will be added to the event listings only.**
* **Events submitted less than a week in advance of the event date will not be listed.**

The web team will ensure that:

* Full details will be entered into the education/events section of the NCL GP Website, as soon as possible.
* A brief item, directing readers to the events pages of the NCL GP Website will be included in the next NCL GP Weekly Bulletin according to the deadlines above (these are sent weekly on Wednesday afternoons).
* Templates that exceed the word limit or have missing or incorrect information will be returned for completion.

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| **TITLE of event** | TO BE COMPLETED |
| **Intended audience** | GP/GP partner/nurse/nurse practitioner/HCA/non-clinical staff/practice manager/practice pharmacist/community pharmacist etc  |
| **What organisation is this item coming from?** | TO BE COMPLETED |
| **Event summary**Include information about the event such as topics covered and learning outcomes | TO BE COMPLETED |
| **Who is running the event?*** Clinician name/specialty
* Please specify at least a lead organisation
 | TO BE COMPLETEDATTACH ORGANISATION/EVENT LOGO  |
| **FOR MORE EVENT INFORMATION CONTACT: (for participants)*** Name
* Email
* Telephone
 | TO BE COMPLETED |
| **POST EVENT RECORDING/SLIDES**Will you provide a recording/slide presentation after the event? | WHEN WILL THIS BE AVAILABLE?WHO FROM? |
| **DATE/TIME OF EVENT**Start and end time | TO BE COMPLETED |
| **VENUE DETAILS**Online (eg webinar) or at a venue?Venue name/address incl postcode | Online/Venue (choose)TO BE COMPLETED |
| **HOW TO BOOK**External URL (eg Eventbrite)/specific booking details | TO BE COMPLETED |
| **ATTACHMENTS**Links to documents held on central sources eg organisation websites etc are preferable to local downloads.(Otherwise attach editable word doc/PDF/Image files as appropriate) | PLEASE GIVE URL Or if necessary SEND ATTACHMENTS IN AN EMAIL WITH THIS FORM |
| **RELATED EVENTS** Are there any, in a series, in a course, or alternative dates for same training?  | Please give details of your other related events |
| **CLINICAL CATEGORISATION** | SUGGEST RELEVANT CLINICAL TOPICS from [GP website](https://gps.northcentrallondonccg.nhs.uk) topic list |
| **TYPE OF TRAINING** | Is this Mandatory training/ education/ locality/ commissioning/ practice management/ nurse training etc |
| **Which of the NCL BOROUGHS does this item relate to?** | STATE WHICH BOROUGHS (Barnet, Camden, Enfield, Haringey, Islington, or ‘ALL’?) |
| **Please suggest SEARCH WORDS that your audience will use to find this item on the website** | TO BE COMPLETED |
| **CONTACT DETAILS OF PERSON SUBMITTING THIS ITEM,** in case of comms team queries about this form**:** * Name
* Email
* Telephone
 | TO BE COMPLETED |