

**Request form for setup of online event booking**

Please email the scanned signed form to:

onlineshop-support@strath.ac.uk

or send a printed, signed copy to:

Finance Office

Systems Section

McCance Building

16 Richmond Street

Glasgow

G1 1XQ

Please complete all sections of this form.

**FORMS SHOULD BE RECEIVED BY THE FINANCE SYSTEMS OFFICE A MIMIMUM OF 14 DAYS PRIOR TO THE GO LIVE DATE**

**Please note all requests require approval from a Head of Department/Budget Holder prior to being added to the Online Shop.**

# Venue or location details

|  |  |
| --- | --- |
| Faculty: |       |
| Department: |       |
| Location name: |       | Venue Capacity: |       |
| Venue details: |       |
| More information: |       |

* If possible please email a suitable **square** image of the venue, along with this application form, to onlineshop@strath.ac.uk.
* Please note this image should be no more than 250kb in size and have a square pixel setting – e.g. - 460 x 460 pixels.

# Event Name and Information

|  |  |
| --- | --- |
| Event Name: |       |
| Description: |       |
| Website: |       |

* If possible please email a suitable **square** image to illustrate the event, along with this application form, to onlineshop@strath.ac.uk.
* Please note this image should be no more than 250kb in size and have a square pixel setting – e.g. - 460 x 460 pixels.

# Event Dates

Please advise the dates the conference/event will run between.

|  |  |  |  |
| --- | --- | --- | --- |
| Start Date: |       | End Date: |       |

# Booking Dates

By default delegates will be able to make bookings for your event from when we receive and process your request until the date of event. If you would like booking to be restricted to specific events please enter the dates you would like the event to be shown on the online shop below.

|  |  |  |  |
| --- | --- | --- | --- |
| Display From: |       | Display To: |       |

# Contact Information

Please enter contact details for delegates to communicate any enquiries.

|  |  |
| --- | --- |
| Contact Name: |       |
| Address: |       |
| Telephone Number: |       |
| Email Address: |       |
| Further Information: |       |

# Event Details

|  |  |
| --- | --- |
| Event Capacity: |       |
| Max Delegates per Booking: |       |
| Contact information for delegates: |       |
| Additional information for delegates: |       |

# Optional Events

Please include within ‘Optional Events’ anything which has a separate charge, or is optional. If necessary please outline which types of delegates can book these activities: e.g. if certain sessions are not open to student delegates please note this below.

You may attach a file of this information if this has been prepared separately or itemise in the space below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Name** | **Description** | **Price****Exc. Vat** | **Vat** | **Capacity** | **Finance Code** |
| 1 |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |
| **Comments / Notes** |       |

# Delegate Questionnaire

A questionnaire can be set up to collect information from delegates. If you would like a questionnaire added to the booking process, please list the questions you would like to ask your delegates e.g. company name, company details, allergy information, etc.

Please note that the Online Shop will always record the delegate’s name, address and email details, and therefore these do not need to be added to a questionnaire. Also, we will always ask delegates for their organisation that is funding their attendance.

Please add more questions if necessary by attaching a word file separately.

|  |  |  |
| --- | --- | --- |
|  | Questions to ask Delegates: | Mandatory (Y/N)? |
| 1 |       |       |
| 2 |       |       |
| 3 |       |       |
| 4 |       |       |

# Attendee Categories

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Title** | **Description** | **Price****Exc. Vat** | **Vat** | **Capacity** | **Finance Code** |
| 1 |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |
| **Comments / Notes** |       |

# Email Text

The Online Shop can send a copy to you of the email receipt that goes to each customer when a sale is made. If you require this, please provide a valid email address:

|  |
| --- |
|       |

Please note that a receipt will be automatically generated by the Online Shop and emailed to the customer. If you would like a further email to be sent please provide the wording below. This can be useful if providing instructions / directing customers to the event webpage etc.

|  |
| --- |
|       |

# General Data Protection Regulations (GDPR)

The University of Strathclyde is committed to complying with the GDPR and must ensure customers are correctly informed about how the university will use their information. The Online shop has a privacy notice for customers using the shop which covers use of their personal data for the purpose of processing their order and providing them with the product they have asked for. It does not cover the use of personal data for any other purpose – for example passing onto 3rd parties. Please read the [online shop privacy notice](https://onlineshop.strath.ac.uk/help/privacy-notice) - if you use the information gained from the Online shop for any other purpose, please attach a privacy notice which covers your use of the data. There is guidance on writing a privacy notice [here](https://moss.strath.ac.uk/stratpolicy/infoman/Shared%20Documents/GDPR%20Guidance%20-%20Writing%20Privacy%20Notices%20v1.pdf) – for further advice, contact the Information Governance Unit. If you do not attach your own privacy notice, then by signing this request form you are agreeing that you will only use the data you receive from the Online shop for the purposes set out in our privacy notice.

|  |  |
| --- | --- |
| **Privacy Notice** | **Mandatory (Y/N)** |
| Have your supplied a privacy notice |     |

#

# Authorisation

This form must be authorised by the relevant Head of Department/Budget Holder before it will be processed by the Finance Systems Team.

Requested by:

|  |  |
| --- | --- |
| **Name** | **Date** |
|       |       |

Head of Department/Budget Holder Signature:

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Date** |
| Print |       |       |
| Signature |       |       |

Once this form has been signed off you can either email the scanned form to:

onlineshop-support@strath.ac.uk

or send a printed, signed copy to:

Finance Office

Systems Section

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G1 1XQ

For any enquiries, please contact the Finance Systems Team for assistance on:

Email – financial-systems@strath.ac.uk