**Vice-Chancellor Briefing Note**

**Event summary**

|  |  |
| --- | --- |
| Event title |  |
| Event date |  |
| Purpose of event |  |
| Event location |  |
| Key Link/ Attachment |  |
| Event Host |  |

**Vice-Chancellor responsibilities**

|  |  |
| --- | --- |
| Role of the VC in this context |  |
| Time required at event |  |
| Who will greet the VC? |  |
| Event schedule |  |
| Event notes |  |
| VIPs |  |

**VIPs and key contacts**

|  |  |  |
| --- | --- | --- |
| Full name | Position Title | Background information if required |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Operations**

|  |  |  |
| --- | --- | --- |
| Arrivals and directions if required |  | |
| Dress code |  |  |
| Background information |  |  |
| Useful links |  |  |

**Suggested text as speaker/ presenter/ host etc**

|  |
| --- |
|  |

**Contact details**

|  |  |
| --- | --- |
| Key UoB contact/s | *Name and position title*  *Mobile, Tel, Email* |
| Full venue details | *Address etc* |
| Follow us on Twitter | *@.......*  *Hashtag/s #.......* |
| Other |  |