**Facilitating Learning and Change Pre-workshop Preparation**

**Your Event summary**

**Please record a brief outline of an event you will be, or would like to run, in the near future.**

***Email this summary to*** [***lab@batsinc.co.nz***](about:blank) ***by the date outline in your registration email.***

|  |  |
| --- | --- |
| **My Name:** |  |
| **Work location:** |  |
| **Background details about me:** |  |
| **Outline of my Event** | |
| Date of event: |  |
| Venue: |  |
| The **Type** of event and it’s **Purpose**  Eg. Workshop, presentation, etc. |  |
| Who is the target **Audience**? |  |
| The **Objectives** you are hoping to achieve |  |
| What **Potential** **Challenges** can you foresee? |  |