

**Set-Up Form**

**Networking Events**

**V.02022018**

* Please submit this form no less than **6 weeks prior to the event date**.
* Submission of incomplete forms may delay opening of registration.

# Forms submitted less than 30 days prior to an event may require your chapter president’s approval.

**Send completed form to** [**events@hbanet.org**](mailto:events@hbanet.org)

**Required fields are highlighted in “red”  
Date completed:**

**Region:**

**Chapter/Affiliate location:**       (for a full list of chapters/affiliates, visit[**http://www.hbanet.org/chapters**](http://www.hbanet.org/chapters)**)**

**Other chapters involved with this event:** ; if yes select **Chapter/Affiliate location:**

**Do you wish you open registration or issue a save-the-date announcement?**

**Event type: Networking**

**Event audience** (select only one):

**Primary Competency:** 9. Networks and ethically self-promotes

**Secondary Competency:** No Secondary Competency

**Event date:**       **Start time****:**        **End time****:**      

Assumes event is in local time.

**Event title** (No more than 100 characters including spaces.)  
      

**Event short description** (No more than 200 characters including spaces. Used to promote the event on the Events Calendar page.

**Event description** (No more than 1000 characters including spaces. Used to promote events in eblasts; includes full program description.)

**Agenda**

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**Event location**

Name of venue:

Address:        
City/state/zip:

Phone:

**Special instructions** (e.g., parking information):      

**Sponsors**

Company name:

URL:

Company name:

URL:

Company name:

URL:

**Speakers (if applicable)**

Name:

Title:

Company:   
Link to bio (or provide a PDF of bio):

*Email (not published):*

Name:

Title:

Company:   
Link to bio (or provide a PDF of bio):

*Email (not published):*

Name:

Title:

Company:   
Link to bio (or provide a PDF of bio):

*Email (not published):*

**Registration information**

**Event is open to:** HBA members only

**Online registration deadline:**         
**Onsite (walk-in) registration:**

**Member rate:** (**requires a minimum of $15**; except for affiliates)  
$      until       (date)  
$      after       (date)  
  
**Capacity**

Is capacity limited?

Space is limited to       registrants.

*Actual capacity (max allowed in system; not published):*

**Cancellations/refunds**

Is this event refundable?

If yes, requests must be submitted in writing to [events@hbanet.org](mailto:events@hbanet.org) by      ; no refunds are available after this date.

**Event questions/support**

**-** **Chapter** **contact for event:** Name:       Email:       Phone:

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**Discount codes needed?**  **(**[**click here to review the policy on discount codes**](https://www.hbanet.org/sites/default/files/Documents/Events/Forms/2018%20Programming%20Department%20Policies.pdf)**)**  
If yes, please indicate what type(s) of discount(s) below:

Type of discount: ;

Type of discount: ;

Type of discount: ;

**Additional instructions or information for HBA event staff**:

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**Resources - Click on links to download these resources:**

* [HBA Style Guide](https://www.hbanet.org/sites/default/files/Documents/Events/Forms/2018%20HBA%20Style%20Guide.pdf)
* [HBA Speaker Agreement](https://www.hbanet.org/sites/default/files/Documents/Events/Forms/2018%20HBA%20Speaker%20Agreement.pdf)
* [How to Run Chapter Event Badges](https://www.hbanet.org/sites/default/files/Documents/Events/Forms/How%20to%20Create%20Event%20Badges.pdf)
* [How to Access Registration Reports](https://www.hbanet.org/sites/default/files/Documents/Events/Forms/How%20to%20Run%20Event%20Attendance%20Reports.pdf)
* [HBA Newsletter and Email Schedule](https://www.hbanet.org/sites/default/files/Documents/Events/Forms/2018%20Newsletter%20Schedule%281%29.pdf)
* [HBA Programming Policies](https://www.hbanet.org/sites/default/files/Documents/Events/Forms/2018%20Programming%20Department%20Policies.pdf)