

Content - Events checklist

- Is the event taking place in the UK and have you notified users of the country it is being held in? *All events listed on EPALE must be held in the UK, for reasons of relevance and also ease of access.*
- Which city is the event being held in?
- Is the event relevant to adult learning professionals? *Our events are targeted at professionals working in the field of adult learning, not at the learners themselves. It is possible, however, that an event can apply to both of these target audiences.*
- Is there a fee to attend? *Please either state that the event is free or provide information on the price of tickets.*
- Does the event require physical attendance or is it an online event? *Online events, such as webinars, are also welcomed on EPALE.*
- Have you supplied the date and time for the event?
- Have you written a summary of no more than 100 words? *The summary helps the user to assess whether the event is of interest to them without having to read the entire page.*
- Have you supplied information about the agenda? *Where agendas, or provisional agendas, have been supplied on the event webpage, please add this information to your post on EPALE.*
- Have you supplied an image or a logo? *Images should be rectangular and preferably 150 x 100 pixels*
- Have you stated the languages that the event supports? *This is likely to be English, but events are sometimes hosted in more than one language and webinars sometimes give the option to listen in several, or to be provided with translations into other languages.*
- Have you supplied the deadline for registration? *This is easy to miss, but is very important. Without this information, users might miss the opportunity to attend events. On the original event webpage, you might have to click on the 'tickets' option to see the deadline appear.*
- Have you included links to the event website and the agenda? *These may be the same link.*
- Have you stated who the event is organised by and supplied their contact details? *This could be a company or organisation. Supplying these details can help users find out extra information if they need to.*
- Have you stated who the target group is and the number of delegates who will be attending? *Supplying the number of delegates can provide users with a clearer picture of how big the event is and the number of networking opportunities that they will be presented with.*
- Have you stated whether the event carries CPD (Continuing Professional Development) points or not? *Users will want to know whether the event allows for CPD benefits, as this can positively impact their career.*
- Have you stated whether the event is validated or not? *Users will like to know whether attendance at an event offers the opportunity of obtaining a certificate or some kind of qualification.*