**Event listing – key information**

**Official event title**

**Start and end date**

**Timings** (start and end time, or all day)

**Location** (e.g. city and country, specific venue, or online)

**Organiser / host**

**Event website link**

**Logo / image included (Y/N)?** (attach to email with this template)

**Cost** (if applicable)

**Event summary**

**News listing and social media details**

**News item title** (e.g. “ABC conference 2024 is now open for registration”)

**News item summary** (short note to encourage people to use event listing link)

**Key deadline dates** (e.g. registration, topic submission, payment)

**BTS committee the event relates to**

**To be added to BTS Twitter and / or LinkedIn (please select)?**

**BTS Twitter BTS LinkedIn**

**Relevant Twitter handles** (e.g. key society, host partners, official event)

Once complete, please send the following information to **bts@execbs.com**:

1. This completed form
2. Any logos or images required
3. Any further useful information on the event
4. Details of relevant BTS contacts involved