# **GW4 Website: Research Communities Event Submission Form**

The GW4 Alliance can help to promote your research community event on our [GW4 Events Pages on the GW4 website](https://gw4.ac.uk/events/) We can also promote your event on our social media channels. Please tag @GW4Alliance on X (Twitter) and LinkedIn.

To help promote your events and maintain accuracy and consistency in the information we share with our audiences, please complete this events submission form.

Please be aware that, as standard practice, we will only promote events that are accessible to at least two of the GW4 Alliance institutions.

## Please complete the below form and submit to [comms@gw4.ac.uk](mailto:comms@gw4.ac.uk). We recommend promoting your event at least 4-weeks in advance.

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| **Name of event** |
|  |
| **Date and time** |
|  |
| **Location** |
|  |
| **Who can attend this event? (max. 50 words)** |
| *Please let us know who the event is open to and, if applicable, who you think would benefit from attending.* |
| **Event description and registration details (max. 250 words)** |
| *Please provide a brief description of your event, including an agenda where possible. We can add further information at a later date, if needed. If registration is required, please remember to include a link to the event sign-up page.* |
| **Image** |
| *Please provide an image to promote your event – this could simply be your GW4 Community’s logo, if you have one. You must have permission to use the image. If you do not have one, you could use free image sites such as* [*Unsplash*](https://unsplash.com/) *or* [*Pexels*](https://www.pexels.com/)*.* |
| **Research Community website/social media** |
| *If applicable please provide a link to your research community website and social media channels, if you have them.* |