# Collaborative Incubator Information Request

We would like you to complete an information request using the template provided below. This will give us some initial information about the incubator event that you are planning and will help us to promote the programme and provide effective support to you.

We understand that you won’t know the answers to all of the questions yet, or may only have a rough idea, and that is fine at this stage. Please just fill in as much as you can and we can update the details at a later date when more information is available and email the form to: Julie Morton ([jam234@bath.ac.uk](mailto:jam234@bath.ac.uk))

We would like to put some of the information (marked with an asterisk) on our website to give people an idea of what is happening and when. Please let us know if this is a problem.

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| Host institution\* |
| *Provide the name of the institution hosting the event.* |
| Main contact point |
| *Provide the email address and telephone number for the main contact person for the incubator (could be the same as the academic lead below).* |
| Academic lead(s) |
| *Provide the email address and telephone number for the main academic contact for the incubator.* |
| Title of incubator\* |
| *Provide the title of the incubator (note a working title is ok at this stage and it can be refined as the planning progresses).* |
| Proposed dates\* |
| *Provide an idea of the likely date of the incubator. Ideally we would like an actual date but the month and year is fine and we can update the information when dates are available.* |
| Venue |
| *Provide detail of the venue, including whether it is fully accessible. Ideally this will be the actual venue but at this stage the city/university will be enough*. |
| Possible partners |
| *Please provide detail of any other institutions or industrial partners that you plan to involve in your incubator.* |
| Nature of collaborative work |
| *Provide information about who will collaborate on what and when, and what form the likely outputs will take.* |
| Approximate timetable |
| *Provide a rough outline for your event i.e. number of days and a very rough schedule for each day.* |
| Participants |
| *Give a rough breakdown of the participants that are likely to be attending, for example the number of students, academics and representatives from other partner organisations.* |
| Budget |
| *Provide a rough breakdown of the requested budget and how it will be used.* |
| Blurb\* |
| *Include a few sentences describing the research area and what will be involved, which we can put on the website to describe the incubator.* |