

EOSC Future Training Handbook

Forms and checklists

Please take copies of these for your own use:

- **Training analysis and design**
 - [Training analysis form](#)
 - [Training design form](#)
- **Event management**
 - [Events checklist](#)
 - [Event registration form questions](#)
 - [Event GDPR template](#)
 - [Signing-in sheet](#)
 - [Presenter biography form](#)
 - [Event reporting guidelines](#)
 - [Evaluation survey](#)
 - [Link for reporting](#)

Materials creation

For the creation of training or promotional materials please use **EOSC Future templates** and resources here:

- [Visual identity and logo series](#)
 - [External sources of open licensed images](#)
- [EOSC Future Templates and Themes](#)
- [EOSC Future Brand Guidelines](#)
- [EOSC Future icon sets](#) - more can be created on request
- [Materials for re-use](#)
 - [EOSC Future in a Nutshell presentation](#)

Using EOSC Future tools

- [Editing the EOSC Future Confluence Wiki online course](#)
- [Test page for training](#)
- [Uploading materials to the training catalogue](#)
 - [Metadata requirements](#)
- [Getting started with Rise 360 Articulate](#)
- [What your course should look like on Articulate](#)
- [Creating Moodle courses](#)