**Future Together Group Calendars and Forms**

**Events open to all staff**

If you are holding an event/session/meeting etc that will be open to all staff, **please submit the details via this form:** [**https://airtable.com/shrM7dSdl2DLLo9gL**](https://airtable.com/shrM7dSdl2DLLo9gL)**.** This will feed into a calendar that all staff will be able to view so please ensure you provide all relevant information, including any booking/Teams etc link and select the **“anyone can attend”** option in the last question.

Your submissions will feed into this calendar: <https://airtable.com/shr1UAvWi6a1AtUmZ>

This will be displayed on the Future Together Group intranet page and allow staff to see what is happening, get links to join online, and book places where applicable.

The calendar is colour-coded

Blue = virtual Yellow = in person Purple = Drop in session Grey = other

**Staff request form**

Staff will be able to complete this form to request a one-to-one or team meeting with group members or invite you to one of their existing meetings - <https://airtable.com/shrfAySTe8rdPxCU5>

These requests will initially be managed by Charm’s team – when a request is received, Charm and team will get in touch with you to arrange the requested meeting. Once you have confirmed the meeting with the staff member, please ensure you update Charm and team so we can update the Future Together Group calendar (and ensure no requests get accidentally missed).

**The Future Together Group calendar**

The Future Together Group calendar is here: <https://airtable.com/shrrzSFQ2a253FW2W>

This will only be available for you to see, it won’t be displayed on the intranet or other staff facing platforms. It will include all confirmed events, meetings, and any other activity – this is for your information and to help show all the hard work you’re doing!

This calendar is also colour coded

Red = department/service specific Green = anyone can attend

If you’d find it easier to view, you can also see a list of confirmed events in a table form here: <https://airtable.com/shrbf2Dr6XmetkYpf>

With either calendar, if you click on an item it will expand to show all the details.