Event overview

About this pack

This three-page pack describes a fictional community workshop called Clear Notes. All event details, fees and arrangements are invented for a reading exercise. Do not register, pay or travel based on this document.

Use the headings and printed page numbers to check a summary against the original.

Date and place

Clear Notes takes place on November 14, 2026, from 10:00 am to 12:00 noon.

The fictional venue is Room B at Willow Community Centre. Doors open at 9:45 am.

Registration and places

Registration closes at 5:00 pm on November 9, 2026. There are 12 participant places.

Submitting an application does not confirm a place. A place is confirmed only when the organizer sends a confirmation message.

Applicants beyond the 12-place limit join the waiting list. A waiting-list message is not a confirmed place.

Fees and conditions

Fee and what is included

The workshop fee is USD 15 per confirmed participant.

The fee includes a printed workbook and a pencil. It does not include lunch or travel costs.

Payment is requested only after a place has been confirmed. This fictional pack contains no payment link.

Participant cancellations

A confirmed participant can receive a full refund if their cancellation reaches the organizer by 5:00 pm on November 11, 2026.

A cancellation received after that deadline is not eligible for a refund.

Waiting list

Waiting-list applicants are contacted in application order when a place becomes available.

An applicant offered a place has 24 hours to accept it. If they do not respond in time, the place is offered to the next person.

Being on the waiting list does not require payment.

Schedule and preparation

Workshop schedule

9:45 am - Doors open.

10:00 am - Welcome and a short note-taking demonstration.

10:20 am - Guided practice with a sample text.

11:10 am - Ten-minute break.

11:20 am - Review notes and ask questions.

12:00 noon - Workshop ends.

What to bring

Bring your confirmation message and, if you prefer, your own notebook. A laptop is optional; no laptop is required.

No advance assignment is required.

If the organizer cancels

If the organizer cancels the workshop, all paid workshop fees are refunded, including after the participant cancellation deadline.

The organizer will notify confirmed participants and waiting-list applicants.