

BEA Application for support for an Educational Activity

Please see the accompanying Guideline for the BEA: Support for an Educational Activity to assist in completing this form. Electronic copy of this form, is available on request via events@rcpa.edu.au

Once completed, please email this form to events@rcpa.edu.au To discuss any of the below please call Eve Propper on 02 8356 5806.

1. Name of Course/ Title of Educational Activity

2. Proposed Dates

3. Proposed Venue

4. Application for: (tick one option only)

- RCPA Managed Educational Activity
- Conjoint Educational Activity
- Logo Only Endorsement
- Funding Support (Capped at \$5k)

5. Aim and Rationale of the Educational Activity

6. To whom is this Educational Activity relevant, and approx. number of delegates expected?

(ie Trainees, Fellows, Medical Scientists, Other health professionals)

7. Intended Educational Outcomes

8. Proposed Scientific Program

(Please attach draft scientific program or outline as an example)

9. Authorised speaker presentations provided to participants

Do you agree to providing authorised speaker presentations on the RCPA website (with presenter's permission) *Authorised speaker presentations will only be available on the RCPA website for 12 months?

Yes

No

10. Scientific Chair and Committee

11. Proposed Advertising

*Advertising for approved external Educational Activities is through the RCPA website Event Calendar (see Web Listing Document available on the RCPA website (link required) and the fortnightly e-publication Pathology Today (email rcpa@rcpa.edu.au). There is no direct email communication to Fellowship for External Activities.

12. Evaluation Methods

*Feedback Template is available from the RCPA Events Team if required

13. Funding Requested (Up to \$5k)

Amount: \$ _____

14. Sponsorship from other Organisations

Organisation: _____

Amount: \$ _____ Confirmed: Yes No

15. Proposed Budget

(Please attach detailed budget. For RCPA Managed Educational Activities, budget will be provided)

16. Name: _____ Date: _____

STAFF ONLY:

Application Approved Declined Amended

Comments: