

British Society for Haematology

 **EDUCATION PROPOSAL FORM**

|  |  |
| --- | --- |
| **Name, place of work and email address of lead educator(s)** |  |
| **Title of event/course** |  |
| **Format**  | [ ]  **Face to face event**[ ]  **Online course**[ ]  **Standalone webinar**[ ]  **Blended programme** (includes both online and in person activities) |
| **Please specify if this event is specifically targeted to one of the following categories**  | [ ]  **Trainees** [ ]  **Foundation Doctors**[ ]  **Consultants** [ ]  **IMT**[ ]  **Nurses** [ ]  **Students**[ ]  **Scientists** [ ]  **Other, please specify** |
| **Proposed date**  |  |
| **Expected number of delegates** |  |
| **If in person, preferred location** |  |
| **Aim of the event/course** |  |
| **Brief description of the education activity, including audience and learning objective** |  |
| **Did you run this event before? If yes, please provide details (date, delegates feedback, etc.)** |  |

**Programme and speakers**

Please complete the table below (you can add rows to the table if appropriate)

|  |  |  |  |
| --- | --- | --- | --- |
| **Speaker name** | **Email address** | **Place of work** | **Area of expertise** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

BSH expects 50% female representation among the speakers.

BSH is committed to promoting equality and diversity and to eliminating discrimination; we expect your speakers’ list to be diverse and inclusive.

Does your speakers’ list follow these guidelines? Please comment below.

Please outline the proposed programme below, including the sessions’ name, the correspondent speaker and, if appropriate, the session format (*e.g.* breakout groups).

Are small group sessions included in your programme? If yes, please confirm below if you need any breakout rooms and for how many delegates.

**Collaborations and sponsorship**

Is this event/course in collaboration with any other membership Society or organisation? What would be their input and role?

BSH may be able to seek sponsorship for this event/course. Do you have any suggestions on which companies could be contacted for sponsorship?

Please note BSH will charge a registration fee to delegates for all education events and courses (standalone webinars will be free for members but not for non-members).

**Please return the completed form to:** **EducationOfficer@b-s-h.org.uk****.**