

20/02/2012

Dear BSACI Member,

As you may know the BSACI is dedicated to improving the standard of allergy care delivered in primary care. An important and successful part of this initiative is made up of Regional Primary Care Training Days for those working in this sector. These days are proposed and organised by local training centres on a competitive basis for funding from the BSACI.

Due to the success of previous events and a wealth of positive feedback, the BSACI has secured further funding for this initiative and would like to declare the application process open for events to take place between September 2012 and August 2013. Successful applications with no other funding will receive exclusive Education Grant of up to £2000, whilst those who have sought funding from other sources stand to receive up to £1000.

Centres seeking to apply must complete a BSACI Training Day application form and submit a copy of their proposed programme, along with aims and objectives for the day, before the closing date indicated on the form.

To request an application form, or for further details, please ring 0207 501 3914, or email rosie@bsaci.org.

Yours Sincerely,

Rosie Pearson

Training and Education Coordinator

Regional Primary Care Allergy Training Days Proposal Form

Proposer Information

Name of proposer:			
Address:			
Telephone:			
Email:			
Administrator Details:	Name:	Email:	Tel:

Training Day Information

Title:	
Date:	
Venue:	

Programme

Please attach a copy of your proposed programme (with speakers) and summarise below the intended objectives of the day

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Further Information

Is this a new event?			
Have you applied for CPD points and, if so, from whom?			
Who are your intended audience?			
What are your expected attendance numbers?			
What is your intended delegate fee?			
Do you intend to gain additional sponsorship on top of BSACI funding?	Yes		Exclusively No Other funding*
NB: * Please refer to guidelines for further details			

If you have selected 'Yes' to gaining additional sponsorship, have you already sourced funding? If so please state details of this below

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If the application is successful, please provide details of preferred method of transfer of funds

Please include any additional information that you feel supports your proposal

Return the completed form to Rosie Pearson via email on rosie@bsaci.org by 5pm on April the 23rd.
Please note that applications will only be accepted via email and those received after the deadline will not be eligible for review.

Notes to applicants

Please refer to the Regional Primary Care Allergy Training Guidelines when completing your proposal form.

Your application will be considered by the BSACI and you will be informed of the decision as soon as possible.

Please note all applicants are required to adhere strictly to the terms and conditions stated in the guidelines.

I confirm I have read the guidelines and I will comply with the terms and conditions stated.

Signature: _____ Date: _____

Print Name: _____ Position: _____



Regional Primary Care Allergy Training Day Proposal Guidelines

Background and Funder Requirements

The BSACI is keen to improve allergy knowledge and competency in primary care and part of this initiative involves regional primary care training days. These are proposed by local training centres on a competitive basis for funding from BSACI. The first round of meetings took place over the past 12 months and were very well received. Further funds have been obtained for the next series of meetings.

This scheme is supported by an unrestricted educational grant from **Stallergenes, Mead Johnson Nutrition** and **Glaxo-Smith Kline**. The training events will need to be delivered between September 2012 and August 2013.

Terms and Conditions

As part of the bursary arrangement the terms and conditions stated below will need to be strictly adhered to:

- To provide prominent exhibiting space above other exhibitors for our partners **Stallergenes, Mead Johnson Nutrition (MJN)** and **Glaxo-Smith Kline (GSK)** at the event. This will include a banner stand to be placed in the training meeting room. Your details will be forwarded to them and they will contact you directly to make arrangements.
- For our corporate partners to be issued with 3 exhibitor registrations as well as 3 complimentary registrations for invited delegates.
- **Stallergenes, Mead Johnson Nutrition** and **GSK** to be stated as the supporters at the outset of all regional primary care allergy training meetings.
- **Stallergenes, Mead Johnson Nutrition** and **GSK** will require a list of delegate names, hospital names and addresses to be supplied in advance of the training meeting/s.
- As recognition of **Stallergenes, Mead Johnson Nutrition** and **GSK** support you will need to include their logos on all promotional materials, event programme and holding slides. High resolution logos, which can be copied and pasted into materials, will be sent to you if your application is successful.
- BSACI will co-badge the event and may also ask to exhibit on the day. The BSACI logo should be on all promotional materials, event programmes and holding slides together with the full name/address of the society and website address.
- Information folders will be supplied these must be given to delegates upon arrival. Centres are welcome to insert any of their own materials if they so wish.
- BSACI materials and information will be sent to the successful centres. All BSACI materials and information are to be handed to every attendee on the training day.
- The BSACI will distribute a holding slide which is to be used at the event, which includes the companies supporting the event logos. You can adapt this by adding the title or further details of your event.
- Delegates must be asked to complete the BASCI Primary Care Allergy Training Evaluation Form. Please return the completed forms to the BSACI, by post, in the week after the event. The information disclosed will be used to continually improve future training events and help us understand the allergy knowledge base within primary care.
- Successful centres who selected the **Exclusively No Other Funding** option on the application form must abide by this condition. No other sources of funding will be sought. Centres with strictly no other funding for the regional primary care training meeting will receive up to £2000 pounds. Successful centres with additional funding from other sources will receive up to £1000 for the training meeting.
- Email addresses of delegates who have given consent for their email addresses to be supplied to the BSACI, should be forwarded to the BSACI after the training meeting.