

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 from ALK and Thermo Fisher for this initiative and are now taking applications throughout the year. Successful applications will receive an exclusive Education Grant of up to £500 for a virtual event or up to £3000 for a face-to-face event.

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. Please make sure that you read the centre guidelines carefully.

Feedback from past events has shown that delegates prefer days that include more case-based discussions, small group workshops and allocated time for their questions. Many have also said that making the lecture notes available after the day is very useful.

There is no deadline for applications, but you must ensure you leave enough time between applying and your proposed date to give the sponsors notice.

For further details, please ring **0207 501 3914**, or email [marie@bsaci.org](mailto:marie@bsaci.org)

Yours Sincerely,



*Ms Marie Gibbs*  
Training and Education Coordinator

**Regional Primary Care Allergy Training Days Proposal Form**

**Proposer Information**

Name of proposer:			
Centre Address:			
Telephone:			
Email:			
Administrator Details:	Name:	Email:	Tel:
If you are not planning to administrate the event in-house, who is?			

**Training Day Information**

Title:	
Venue:	
Date: (TBC at least 2 months before event)	

**Programme**

Please summarise below the intended objectives of the day and attach a proposed programme (with speakers) along with this application form:

**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 delegate numbers?

Do you intend to gain additional sponsorship on top of BSACI funding? If yes, please give details

NO (exclusively no other funding):

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

Cheque

Payable to:

Name and address of recipient:

BACS

Bank Name/ Branch

Account Name:

Account number:

Sort Code:

Please include any additional information that you feel supports your proposal:

I confirm I have read the guidelines and if my application is successful, I will comply with the terms and conditions stated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Position: \_\_\_\_\_



# BSACI Regional Primary Care Allergy Training Day Bursary 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.

This scheme is supported by an unrestricted educational grant from **ALK and Thermo Fisher Scientific**. The training events will need to be delivered **within 1 year of application submission**.

## 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 **ALK and Thermo Fisher Scientific** at the event. This will include a banner stand to be placed in the training meeting room (physical meetings only). Your details will be forwarded to them and they will contact you directly to make arrangements.
- For **ALK and Thermo Fisher Scientific** to be stated as the supporters at the outset of all regional primary care allergy training meetings and in recognition of their 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.
- For **ALK and Thermo Fisher Scientific** to be issued with 3 exhibitor registrations as well as 3 complimentary registrations for invited delegates. They will also require a list of delegate names; hospital names and addresses to be supplied in advance of the training meeting/s. Following the new data processing regulations which came into effect on 25<sup>th</sup> May 2018, all centres will need to get the permission of the delegate to do this.
- **BSACI** require a minimum of 40 delegates to be booked onto a training day.
- **BSACI** must be given a **minimum of 2 months' notice** of the confirmed date for the training day.
- **BSACI** will co-badge the event. The **BSACI** logo should be on all promotional materials, event programmes and holding slides (the holding slide will be sent by **BSACI** and can be adapted by adding the title or further details of your event)
- **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.
- **Delegates must be asked to complete the BSACI 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.**
- **Centres must complete and return a budget form to BSACI, together with invoices, within 2 months of the day and return any unused funds.**
- 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 £500 for a virtual event and up to £3000 for a face to face event.
- **Cancellation**-if you have to cancel your meeting for any reason, the total amount of sponsorship will need to be paid back to BSACI.