

Dear BSACI Member,

Objectives

The British Society for Allergy and Clinical Immunology (BSACI) is committed to enhancing the standard of allergy care in primary care settings. As part of this initiative, BSACI hosts **Regional Primary Care Training Days**, designed to provide valuable educational opportunities for healthcare professionals working in this sector. These events are organized in collaboration with local training centres to ensure high-quality learning experiences.

BSACI is inviting centres to participate in these training days by assisting in the facilitation of speakers. Members involved in allergy care and education are encouraged to contribute to the success of these events by helping coordinate speaker sessions, discussions, and engagement with attendees.

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 our guidelines carefully.

Funding and Sponsorship

Due to the success of previous events and a wealth of positive feedback, the BSACI has secured further funding from ALK and Thermo Fisher and for this initiative and are now taking applications throughout the year. Each training day will have a budget of up to £3000.

This would cover the cost of the venue, catering, honorariums, travel costs, administrator costs, and any miscellaneous or additional costs.

Programme Overview/Framework

The training days will feature a range of sessions addressing key aspects of allergy management in primary care, with a with equal emphasis on adult and paediatric allergy care.

Topics covered may include

- **airborne allergies**
- **referral management**
- **immunotherapy**
- **accessing NICE guidelines**

Facilitators are strongly encouraged to include the following based on previous feedback:
case-based discussions,

- **small group workshops**
- **interactive Q&A sessions**

Event Co-ordination

BSACI will oversee the event logistics, including the booking platform via Eventbrite.

Members facilitating the speaker sessions will play a crucial role in ensuring the success of the event by fostering discussion and supporting speaker presentations.

We welcome applications throughout the year. It is ideal that a finalised programme is submitted no later than 90 days prior to the event. This lead time guarantees effective sponsor engagement and helps achieve highest possible attendance.

For further details, please ring 0207 501 3914, or email tamara@bsaci.org

Yours Sincerely,
BSACI TEAM

Regional Primary Care Allergy Training Days Proposal Form

The booking platform for the event will be set up by BSACI via Eventbrite. Please note neither BSACI nor its partners can provide further administrative support for these events.

Proposer Information

Name of proposer:

Mobile Number:

Centre Address:

Telephone of centre:

Email:

Administrator Details:

Name:

Email:

Tel:

Training Day Information

Title:

Venue:

Date of 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

Have you applied for CPD points and, if so, from whom?			
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):	

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

Please note for payment of services, invoices must be sent through to our accounts department.

Information for raising an invoice:

Name: British Society for Allergy and Clinical Immunology

Address: Studio 16, Cloisters House, 8 Battersea Park Road, London SW8 4BG

Company registration number: 03505635

Charity registration number: 1069199

VAT registration number: 689 4612 82

Contact telephone number for invoice payments: 020 7501 3912

Contact email address for invoice payments: accounts@bsaci.org and tamara@bsaci.org **URL**

for company website: <https://www.bsaci.org>

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:			



BSACI Regional Primary Care Allergy Training Day Funding 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 funding from

- **ALK**
- **Thermo Fisher**

The training events will need to be delivered **within 1 year of application submission**.

Terms and Conditions

- As part of the funding arrangement the terms and conditions stated below will need to be strictly adhered to:
- To provide prominent exhibiting space for our partners (mentioned above) at the event. This will include a banner stand to be placed either in the training meeting room or in a prominent foyer space. Your details will be forwarded to them and they will contact you directly to make arrangements.
- Sponsor logos must be included on all event material including promotional content, programme details, handouts 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 our sponsors to be issued with 3 registrations. Managed by the BSACI, they will also require a list of delegate and their details to be supplied after the training meeting/s. Following data processing regulations which came into effect on 25th May 2018, permission of the delegate will be asked to do this.
- BSACI would ideally require a minimum of 50 delegates at the event to ensure sponsor visibility and engagement.
- BSACI will promote the event on their social media platforms (LinkedIn, Bluesky, X). Emails containing event information will be sent to our primary care data base and other relevant data bases. Our data base has a limited reach and may not cover all potential attendees, we rely strongly on you and your team to promote the event to ensure maximum outreach.
- BSACI should receive a finalised programme no later than 90 days prior to the event.
- 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 (the holding slides will be sent by BSACI and can be adapted by adding the title or further details of your event).
- Delegates will be asked to complete a BSACI Primary Care Allergy Training evaluation survey after the event. All delegates will only receive an attendance certificate once this has been

completed. 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 £3,000.
- These days are free to our members. BSACI will charge a £30 day administration fee for non-members.
- In the event of a cancellation, the total amount paid must be refunded to BSACI. If the cancellation is due to a natural event or force majeure, the centre's insurance policy will need to be considered to ensure BSACI is reimbursed.
- BSACI must be informed of the venues cancellation policy and insurance coverage that includes natural events or force majeure. Proof of coverage must be supplied to BSACI prior to event confirmation
- All speakers on the day will be required to complete a Declaration of Interest form in line with the BSACI

[Conflict of Interest Policy.](#)

Signed	
Date	