CPD application form - online activity

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| Organiser |
| Organisation name |   |
| Organisation type |  |
| website |  |
| Co-ordinator name |  |
| Email |  |
| Telephone |  |
| Address |   |
| Virtual Learning Environment |  |

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| Invoicing/Finance Details |
| Purchase order number |  |
| Email |  |
| Address |   |
| FAO |   |

You can find details of our fees online: <https://accreditation.rcseng.ac.uk/Home/Fees>

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| Event Details |
| Event title |  |
| Event type |  |
| Date(s) of event (if applicable) |  |
| Typical time to complete / expected length |  |
| Type of material used (static, live, interactive) |  |
| Target audience and participant entry requirements |  |
| No. of participants |  |
| Participants fee |  |
| Status of participants: subscribers only, or open access? |  |

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| Aims and Objectives |
| Learning aims |  |
| Learning outcomes |  |

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| Faculty |
| **Lead faculty involved in creating the content:** |
| Name | Qualifications | Topics Specialised |
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| **Faculty involved in delivering online content (if different from above)** |
| Name | Qualifications | Topics Specialised |
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| Event Content  |
| Length (in minutes) | Subject/ title of talk | Delivery Method | Staff | Outline of content |
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*If event is streamed live, please indicate which date each section is being delivered in the outline column.* |  |  |  |

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| Complete |
| Is a certificate awarded? |  |
| Assessment method |   |
| Commercial sponsorship details |  |

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| Requirements (please tick to confirm) |
|[ ]  Attendance RegisterI confirm that I will keep an attendance register and retain a list of participants for a period of 24 months and provide this information upon RCSEng request. |
|[ ]  Commercial SponsorshipI confirm that the educational programme of the activity is not inappropriately influenced or biased by commercial organisations. |
|[ ]  Faculty Declaration of InterestI confirm that I will ask the event’s faculty to provide a declaration regarding any interest they may have relating to the event, and make each faculty’s declaration available at the event. |
|[ ]  Evaluation SignedI confirm that the evaluation of the activity will be conducted and the results will be provided to the RCSEng. |
| Evaluation Description |