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| Please complete and return this form *without* converting it to pdf and preferably by email attachment to chartership@geolsoc.org.uk, or to: Professional Training Officer, The Geological Society, Burlington House, Piccadilly, London, W1J 0BG |
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| **Training Provider Details** |
|  |
| **Contact Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **Has your event been endorsed before?** (If so, please give dates) |  |
|  |
| **Event Details** |
|  |
| **Title** |  |
| **Venue address** |  |
| **Date(s) of event** |  |
| **Outline of Content** |  |
| **Objectives**(complete as appropriate) | **1****2****3** |
| **Who is the event aimed at?**(eg, job roles, level of experience, etc) |  |
| **Is this a new event or has it been run before?** |  |
| **Event Presenter(s)**Please attach CVs for the main event presenters detailing their relevant qualifications and experience | **Name(s) of presenter(s):****CVs attached? Y / N**(Full CVs are required for training events with up to 5 presenters, for other CPD events such as seminars with 5 or more speakers a short professional résumé of each is sufficient.) |
| **What event materials are provided?** |  |
| **Duration of event (hr)** |  |
| **Fee for event participants**(Please list main categories, including the cost to GSL Fellows)  |  |
| **On successful completion of the event, are delegates awarded any credits or other certification for CPD purposes?****If so, please provide details.** |  |
| I confirm that the information supplied is correct to the best of my knowledge.I undertake to collect feedback from event delegates on the standards of:* event content
* event materials
* event presenters
* venue/facilities
* general administration
* overall rating

And to supply the Geological Society with the completed feedback forms plus a summary sheet within 28 days of the event. |
| **Signed by, or on behalf of the event provider** |  |
|  |
| **Sign-off by GSL Reviewer of the Event**  |
| **Signature** |  |
| **Print name** |  |
| **Date –** please complete even if returning by email |  |