

RCEM New Study Day Proposal Form

Event Details

Event name (To go on marketing material)	
Event date Please include any months which you are able to hold the event in	Please note: We try to accommodate all date requests when setting the events calendar, please include any months you would be able to hold the event or any dates you wish to avoid
Main organiser's contact details Email and phone	

Event Content

Event summary 50 -100 word outline of the aim and themes of the event to be included on the website and in marketing	
Objectives 3-5 bullet points answering: 'The learning objectives of this event are:'	
Programme Outline Topics and timings for the day	Please note: We aim for each study day to have a minimum of 5 CPD points, meaning there should be a minimum 5 hours of event content excluding breaks in your programme
Interactivity How will you make the programme interactive?	Please include details of any polling, case based sessions or panel discussions you will include to actively engage the audience
Speakers Aim for 8 – 10 speakers. Please give an indication of what session each speaker would take, if you already have links with the speaker and whether they would be willing to be involved	Please note: We try to be as representative as possible of the diverse EM workforce, please consider this when putting together your event faculty.

Marketing Information

<p>Target audience Please select all that apply</p>	<p>ACP/ANP Clinical/Research/Teaching Fellow Consultant FY1/2 Nurse Paramedic PA Specialty doctor/SAS Grade ST1-3 ST4-7 Student Other (please specify)</p>
<p>Main recruitment channels Organisations/networks outside of RCEM who may be interested in this event</p>	
<p>Social media details Please provide any social media handles of organisers and speakers</p>	

CPD Content

<p>RCEM SLOs Which RCEM SLOs does the content cover Click here for the list.</p>	
<p>GMC revalidation domains Which GMC domains does the content cover Click here for the list of domains</p>	
<p>RCEMLearning</p>	<p>We work closely with our RCEMLearning team to provide additional resources for delegates or those unable to attend our events. Would you or your speakers be willing to write content based on your event topic for RCEMLearning? You will be contacted separately about this should your proposal be approved.</p> <p>Yes/No</p>

Other Information

<p>Further relevant information</p>	
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Please note all fields must be completed.