**RCEM Annual Conference 2026 – Pre-Conference Workshop Proposal Form**

Please complete all sections of the form below. As we have a limited number of pre-conference spaces available, and expect these to be highly contested, we encourage you to ensure your form is fully completed with a planned programme including topics, timings, details of what each session will cover, and a full proposed list of speakers. Forms that are not completed in full may not be considered.

All successful proposals will need to break-even financially, ensuring they cover all venue, catering and speaker expense costs. This is mandated by the College’s Trustee Board for all College activities, and will be a key consideration for the review panel.

All pre-conference workshops will take place on Monday 27 April at a venue determined by the RCEM events team.

The deadline for submission is Tuesday 30 September.

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| **Event name**  (To go on marketing material) |  |
| **Main organiser’s contact details**  Email and phone |  |
| **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 |  |
| **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 |  |
| **Target audience** |  |
| **Proposed capacity** |  |