

Dear BSACI Member,

As you may know the BSACI is dedicated to improving the standard of allergy care delivered in primary care. An important and successful part of this initiative is made up of Regional Primary Care Training Days for those working in this sector. These days are proposed and organised by local training centres on a competitive basis for funding from the BSACI.

Due to the success of previous events and a wealth of positive feedback, the BSACI has secured further funding from Thermo Fisher Scientific and Viartis and for this initiative and are now taking applications throughout the year. Successful applications will receive an exclusive Education Grant of up to £3000 for a face-to-face event.

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 the centre guidelines carefully. Preference will be given to programmes holding sessions around adult allergy.

Feedback from past events has shown that delegates prefer days that include more case-based discussions, small group workshops and allocated time for their questions. Many have also said that making the lecture notes available after the day is very useful.

There is no deadline for applications, but you must ensure you leave enough time between applying and your proposed date to give the sponsors notice.

For further details, please ring **0207 501 3914**, or email [tamara@bsaci.org](mailto:tamara@bsaci.org)

Yours Sincerely,



*Mrs Tamara Reid*  
Training and Member Support Officer

## 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:

**If you are not planning to administrate the event in-house, who is?**

### Training Day Information

**Title:**

**Venue:**

**Date (at least 3 months before 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**

<b>Is this a new event?</b>			
<b>Have you applied for CPD points and, if so, from whom?</b>			
<b>Who are your intended audience?</b>			
<b>What are your expected delegate numbers?</b>			
<b>Do you intend to gain additional sponsorship on top of BSACI funding? If yes, please give details</b>		<b>NO (exclusively no other funding):</b>	

**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](mailto:accounts@bsaci.org) and [tamara@bsaci.org](mailto: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.

<b>Signature:</b>		<b>Date:</b>	
<b>Print Name:</b>		<b>Position:</b>	

## BSACI Regional Primary Care Allergy Training Day Bursary 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 educational grant from **Thermo Fisher Scientific** and **Viatrix**. The training events will need to be delivered **within 1 year of application submission**.

### Terms and Conditions

As part of the bursary arrangement the terms and conditions stated below will need to be strictly adhered to:

- To provide prominent exhibiting space for our partners Thermo Fisher Scientific and Viatrix at the event. This will include a banner stand to be placed in the training meeting room. Your details will be forwarded to them and they will contact you directly to make arrangements.
- For Thermo Fisher Scientific and Viatrix to be stated as the supporters at the outset of all regional primary care allergy training meetings and in recognition of their support you will need to include their logos on all promotional materials, event programme 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 Thermo Fisher Scientific and Viatrix to be issued with 3 exhibitor registrations as well as 3 complimentary registrations for invited delegates. They will also require a list of delegate and hospital names and addresses to be supplied in advance of the training meeting/s. Following data processing regulations which came into effect on 25th May 2018, all centres will need to get the permission of the delegate to do this.
- BSACI require a minimum of 40 delegates to be booked onto a training day.
- BSACI must be given a minimum of 3 months' notice of the confirmed date for the training day.
- 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 slide 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 by Survey Monkey 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 up to £3,000.
- Cancellation if you cancel your meeting for any reason, the total amount of sponsorship will need to be paid back to BSACI.
- 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.....Dated .....