|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Please complete and return this form *without* converting it to pdf and preferably by email attachment to [chartership@geolsoc.org.uk](mailto:chartership@geolsoc.org.uk), or to: Professional Training Officer, The Geological Society, Burlington House, Piccadilly, London, W1J 0BG | | | | |
|  | | | | |
| **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 | |  | | |