**BASES workshop proposal form**

Please complete the form and return to education@bases.org.uk. Your proposal will be reviewed by a member of the BASES CPD Committee. The information is particularly important for quality assurance and marketing reasons. Example completed forms can be found in the Guide to Hosting a BASES Workshop.

**Try and take a marketing perspective when completing this form. Previous feedback is that the information provided is often ‘too academic’ and doesn’t ‘sell’ the workshop.**

|  |  |
| --- | --- |
| Notes |  |
|  | Workshop Title: |
| To assist with timetabling the entire workshop programme, please give two possible dates so that clashes with other workshop proposals can be avoided. Please also provide alternative days, i.e., if the preferred date is a Wednesday, please ensure that the second possible date is not a Wednesday. | Preferred date:Second possible date: |
| Workshops should normally run from 10am–4pm. | Time: |
| Please provide full address including postcode. Please also include the room number/name where the workshop will be held. A second venue would be helpful as BASES would like to regionalise workshops if possible. If the event is to be hosted online, please provide information regarding the platform it will be hosted on.  | Full venue details/ online platform (if virtual workshop):Second possible venue: |
| **Please list any assumed prior knowledge or prerequisites needed to attend the workshop** |  |
| For example, students, practitioners, biomechanists, etc. | Who should attend: |
| Options:1. New workshop2. In association with… | Other comments: |
| For a 1-day workshop the costs are £100 for Members £150 for Non-members. BASES would not normally expect the organiser(s) to suggest a different cost.  | Cost: |
| If a re-run, please include comments from previous workshop evaluations (BASES can on request obtain this information from previous evaluation forms).  | Comments from previous delegates: |
| Please provide 80 words (max) on the key concept(s) of the workshop. This is the opportunity to ‘sell’ your workshop to potential delegates – it should answer the question, “Why should I attend?” Links to Supervised Experience competencies may be appropriate for intermediate level workshops.Please specify the level of interaction on this workshop to avoid unmet expectations. | Overview: |
| Please specify the learning outcomes of the workshop. Please use verbs such as state, describe, identify or demonstrate and avoid verbs such as understand and know as these cannot be measured. | Learning Outcomes of the workshop: |
| Please provide 80 words (max) information about each presenter, highlighting why the presenter has expertise in the topic area of the workshop. Please state if BASES Accredited and in which pathway (e.g., Dr X is a BASES Accredited Sport and Exercise Scientist (Psychology – Scientific Support and Research). | Presenters: |
| Presenter/host as applicable – please tick:  | I am responsible for my own tax and national insurance affairs **** |
|  Please e-mail a workshop programme outline (see Appendix 4 for an example).  | Workshop Programme: |
| Workshop slides/resources – will these be available on the day/emailed after the workshop/not available (permission may needed if using slides from other sources) | Availability to delegates of slides/resources:  |
| Please e-mail a map and directions to the venue or provide a weblink. BASES will only advertise the workshop on receipt of a map and directions. If giving a university map weblink, then please provide a specific not generic link. | Map and directions/ joining instructions or required systems for attending the event online (if virtual): |
| Please provide instructions for delegates regarding car parking, reporting to the registration desk etc. | On arrival: |
| Please provide names and contact details of local accommodation so that delegates who wish to arrive the night before can organise accommodation. | Local accommodation: |
| Please provide name and an e-mail contact for lead presenter.  | Workshop lead contact details: |
| Please provide a contact number for the day of the workshop i.e., Mobile or venue for any lost/delayed delegates. This number is sent out only to registered delegates before the workshop runs. | Contact number on the day: |
| Please provide the minimum and maximum number of delegates for your workshop. | Minimum and Maximum Number of Delegates*:* |

\* It assumed that the introductory level to the workshop area is covered by an undergraduate experience.

**Workshop Programme Outline**

**Workshop Title:**Day/Date/Time:

Venue:

|  |  |
| --- | --- |
| 09.30 -10.00 | Arrival and refreshments  |
| Time | Session Title:Presenter: |
| Time | Session Title:Presenter: |
|  | Session Title:Presenter: |
|  |  |
|  | Lunch |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| 4.00 | Workshop evaluation and certificate distributionThanks and depart. |

* Please try to keep to a 10.00 am start allowing for registration/refreshments from 9.30 am.
* Remember to allow time for Workshop evaluation and certificate distribution

**Income and Expenditure BASES Workshop Form** (*this form is to help you with your costings – it doesn’t have to be returned to BASES as the standard host workshop fee is 80% of each delegate fee as outlined above. However, you may submit it with your proposal if you wish*)

|  |  |  |
| --- | --- | --- |
| **Expenditure** | £ | £ |
|  |  |  |  |
|  | Fixed Costs |  |  |
|  | Presenter 1 name  |  |  |
|  | Presenter 2 name  |  |  |
|  |  |  |  |
|  | Presenter 1 name - travel  |  |  |
|  | Presenter 2 name – travel |  |  |
|  |  |  |  |
|  | Facilities |  |  |
|  | Refreshments for presenters  |  |  |
|  |  |  |  |
|  | Total Fixed Costs |  | \_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
|  | Variable Costs |  |  |
|  | Delegates’ coffee, tea, mineral water, biscuits |  |  |
|  | Delegates’ lunch |  |  |
|  | Total cost per head for refreshments (~<£10) = £ |  |  |
|  | Photocopying |  |  |
|  |  |  |  |
|  | Total Variable Costs [based on x delegates] |  |  |
|  |  |  |  |
|  | Vat @ 20% (if appropriate) |  |  |
|  | Total Expenditure |  | \_\_\_\_\_\_\_\_\_ |
| **Income** |  |  |
|  |  |  |  |
|  | BASES Members Delegate fees [£80 x delegates] one day workshop |  |  |
|  | BASES Members Delegate fees [£160 x delegates] two day workshop |  |  |
|  |  |  |  |
|  | Total Income |  | \_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
|  | Surplus |  | \_\_\_\_\_\_\_\_\_ |

Calculation to determine number of delegates required (this figure needs to normally be less than 10):

Number of delegates needed to cover fixed costs: (one day workshop)

£\_\_\_ [total fixed costs] divided by (£80 [delegate fee]-£\_\_ [cost per head for refreshments]) =

Therefore, \_\_ delegates are required to make the workshop break even.