



Date:

2017 Proposal for SHEA Endorsement of External Educational Events

Primary Organizing Group:

Seeking (check all relevant selections):

- Endorsement Co-sponsorship Co-organization CME Financial Support
(*budget required)

Program Title:

Program Dates:

Program Location (include institution/center, city, state/province, country):

Name of Course Director/Principal Program Organizer:

Program Overview:

Target Audience:

Recommended Faculty:

(Course materials and draft agendas can substitute for narrative. If enclosed, clearly indicate relevant sections.)

Additional Partner Organizations (including potential and existing funders):

(Course materials and draft agendas can substitute for narrative. If enclosed, clearly indicate relevant sections.)

Notification and Follow-Up

SHEA will provide notification of status within 90 days.

Upon approval, SHEA must be listed as an official endorser, co-sponsor, or co-organizer of the event on all marketing and programatic materials.

Within 90 days of completion of the event, the primary organizer must provide:

- The complete registration and attendance lists
- Tabulated course evaluations
- Copy of course syllabus on disc or electronic file
- A complete financial report, in the case that financial support was sought.

SHEA
ATTN: External Affairs & Education Committees
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 Arlington, VA 22209
info@shea-online.org
 F: (703) 684-1009

For Internal Use:

	Date
Review by EAC:	
Review by Education:	
Notification of approval sent:	
Registration list received:	
Course evaluation received:	
Electronic course syllabus received:	
Financial report received:	