



PSI EVENT PROPOSAL FORM

Please send completed form to events@psychologicalsociety.ie

All events must be agreed in advance

Please ensure to submit the Event Proposal Form at least 2 months prior to the event for consideration.

Events must demonstrate that they will, at minimum, break even with 50% attendance.

Division/Sig budgets may not be used to sponsor or subsidise events such as training, workshops or seminars.

Please submit a completed *Expected Income/Expenditure* excel spreadsheet with this proposal.

Once the proposal has been submitted it will be assessed for viability in terms of relevance and financial performance. You will then be informed of the outcome of the assessment.

Please keep accurate records of all income and expenditure and submit all relevant details along with receipts and invoices within 30 days of completion of the event.

Contact Person (Name, Email address & Number)

Event Details (if application is accepted, the details below will be used to advertise the event on the PSI website)	
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Title of the event:	
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Division/ Interest Group	
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Date, Time & Venue	
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Proposed number of attendees:	
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Brief description of the event:	
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Fees & what is included	
PSI Member rate:	
PSI Student rate:	
Non-member rate:	
What is Included: (E.g. materials, lunch)	
Presenters: Short bio (max 400 words)	

Would you like learning credits to be applied to this event?	Yes No If yes, please fill out the following below
How many hours is the event?	
For whom? List the target audience(s)	
What will the participants learn?	Learning outcomes, defined in terms of knowledge, skills and attitudes. Must be specific, relevant, realistic, & measurable.

Benefits What will be the impact of learning on the participants' practice and their workplace?	
Methods of teaching and format of the event.	
Does it require engagement and participation?	
Does the event require preparation?	
Qualifications and prior experience necessary	
I confirm I have read and understood the Guidelines for awarding PSI Learning Credits for events and courses (located on learning section of the website)	