



## PSI Event Proposal Form

Please send completed form to [events@psychologicalsociety.ie](mailto:events@psychologicalsociety.ie)  
All events must be agreed in advance

Events are classified into three categories below:

- 1. Free activities/small income events (under €500 income)**  
Forms should be sent to the General Administrator for approval.
- 2. Learning & Development Events (over €500 income)**
- 3. Annual Division and Special Interest Group Conferences**

Forms must be sent in

- 2 months prior to Class 1 type event
- 3 months prior to Class 2 type event
- 4 months prior to Class 3 type event

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

Division/Special Interest Group 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)

**Title of the event:**

**Division/ Interest Group**

**Date, Time & Venue**

**Proposed number of attendees:**

**Brief description of the event:**

<b>Fees &amp; what is included</b>	
<b>PSI Member rate:</b>	
<b>PSI Student rate:</b>	
<b>Non-member rate:</b>	
<b>What is Included:</b> (E.g. materials, lunch)	
<b>Presenters:</b> Short bio (max 400 words)	

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

<p><b>Benefits</b></p> <p><b>What will be the impact of learning on the participants' practice and their workplace?</b></p>	
<p><b>Methods of teaching and format of the event.</b></p>	
<p><b>Does it require engagement and participation?</b></p>	
<p><b>Does the event require preparation?</b></p>	
<p><b>Qualifications and prior experience necessary</b></p>	
<p>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)</p>	