

ASPiH Member's event/meeting support application

Introductory Brief:

The offer of support for member's events has been introduced to:

- Facilitate the promotion of the event/meeting to a wider audience
- Provide an incentive for members to host such events
- Encourage networking amongst ASPiH members and engagement with non-members
- Raise awareness of ASPiH as an organisation and the association's benefits

The event *must* be relevant to simulation and/or technology enhanced learning and attract a minimum of 10 attendees/delegates, but otherwise there are no specific restrictions.

As part of the support package ASPiH are able to offer:

- Promotion/marketing on the ASPiH website
- Social Media via Twitter posts from @ASPiHUK
- ASPiH Executive Keynote Speaker (subject to availability)
- ASPiH facilitated workshop (subject to availability)
- Or other suggested relevant assistance

Criteria for application:

- At least one member of the organising committee is an active ASPiH member or named individual on the Institutional membership
- The educational objectives of the meeting are defined and published
- The meeting is in principle open to all ASPiH members (until capacity reached)
- A summary report including pictures is submitted for uploading onto the ASPiH website and for publication in the ASPiH newsletter, including the program, numbers attending, audience and any interesting outcomes from the meeting.
- Any conflicts of interest are declared

In return there is an expectation that the event organiser or nominated person:

- Promotes the association through placing ASPiH literature in delegate packs/bags
- Provides table space for ASPiH promotional materials including pull-up banner
- Uses the ASPiH logo on all event materials and own website pages
- Shares delegate list and formal evaluation of event/meeting with the ASPiH Exec

Please make sure you apply as far in advance of the event as possible, particularly if your application includes an ASPiH Exec member to deliver a presentation or workshop

In order for a fair and consistent decision to be made on all Event/meeting support applications, a criteria checklist using a points system will be completed by one of the ASPiH Exec members and the outcome will be communicated to the applicant asap.

Support is on an individual/organisation award basis and will not be unreasonably withheld.

Please complete the application form, include a draft programme and return to membership@aspih.org.uk