 Promotion profile

SF1782 BAA Event CPD Promotion profile

**BAA Event Promotion profile – please return to admin@baaudiology.org**

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| **Event Title:** |
| **Event Dates if fixed:** | **Event Timings if applicable:** |
| **Event provider details:** |
| **Contact name:** |
| **Contact email:** |
| **Contact telephone number:** |
| **Format of Event: (lectures, workshop groups, online, practical)** |
| **Overview of Content:** |
| **Planned Speakers:** |
| **Intended Learning Outcomes/Benefit to delegate and their service:** |
| **Who is this course relevant for?** (eg; Practioner level) |
| **Introduction summary of the event to be used in promotional banner** |
| **Delegate fee?**  |

* BAA Event listing upon payment of £80 fee includes entry onto the main BAA Online Events calendar.
* It is the responsibility of the event provider to inform delegates of course arrangements and enrolment processes.
* Delegates will be invited to share feedback on the attended event.
* The BAA CPD Team reserve the right to send a committee member (Evaluator) to observe an event with a view to assess the accuracy contained in the profile form and compliance with logo usage. The event costs including materials will be made available free of charge to the evaluator by the event provider.
* Should an evaluator visit be made, then feedback will be provided to the event providers. All comments from evaluators will be discussed with the event provider.
* If an event is found not to meet the intended outcomes or the quality of the learning experience is found to be lacking then BAA reserve right to withdraw any website listing of the event.
* It is by no means the intention of the BAA CPD Team to visit every event on every occasion it is delivered. Visits will be chosen at random.
* Generally the team would try to match an appropriately skilled evaluator to your event.
* The evaluator will contact the event provider ahead of a planned event to discuss a planned visit to ensure attendance is appropriate and make arrangements to attend.