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| Please complete and return this form *without* converting it to pdf and preferably by email attachment to training@geolsoc.org.uk, The Geological Society, Burlington House, Piccadilly, London, W1J 0BG |
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| **Training Provider Details** |
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| **Contact Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Email** |  |
| **What is your profession and number of years in industry**(Please provide an estimate of the number of years within your field). |  |
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| **Course Details** |
|  |
| **Course Title**(make this as clear and concise as possible) |  |
| **Please indicate online, in-person or hybrid format preference and modes of delivery (lectures, workshops, practical exercises)**Have you considered videoing the course as an on-going resource? |  |
| **Proposed date(s) of event** |  |
| **Outline of Content****(Approx. 500 words)** |  |
| **Learning Objectives**(complete as appropriate) | **1****2****3****4****5****6** |
| **Who is the course aimed at?**(eg, job roles, level of experience, CPD for chartered fellows and whether it would appeal to those in parallel industries) |  |
| **Please supply any relevant publications within your area which support your application.** |  |
| **Is this a new course or has it been run before (either at the Geological Society or externally)? If it was run before was the event endorsed by any other learned or professional society?**  |  |
| **Course Presenter(s)**We ask that you carefully consider the Society’s EDI policy and make an effort to invite diverse presenters to support the course.Please attach CVs for the main course presenters detailing their relevant qualifications and experience | **Name(s) of presenter(s):****CVs attached? Y / N**(Full CVs are required for training events with up to 5 presenters, for other CPD events such as seminars with 5 or more speakers a short professional résumé of each is sufficient.) |
| **What course materials are provided?**(We require course notes, recommended reading resources, course polls and delegate activities) |  |
| **Have you included management of sustainability considerations within your course content e.g. current best practice?** |  |
| **Duration of course**(No. of hours, no. of days, AM or PM) |  |
| **Suggested frequency of courses (if more than one course)**(Weekly/fortnightly)  |  |
| **On successful completion of the course, are delegates awarded any credits or other certification for CPD purposes?****If so, please provide details.** |  |
| **Please can you recommend two independent reviewers and provide their contact details.****The reviewer must be a Chartered Geologist or Chartered Scientist, and a Fellow of the Geological Society OR a PhD in the proposed course area OR someone with relevant experience and knowledge about the course topic(s).** | 2) |
| I confirm that the information supplied is correct to the best of my knowledge.And I understand that the society will undertake to collect feedback from course delegates on the standards of:* Course content
* Course materials
* Course presenters
* Venue/facilities
* General administration

Overall rating |
| **Signed by, or on behalf of, the course provider** |  |
|  |
| **Sign-off by GSL Reviewer of the course**  |
| **Signature** |  |
| **Print name** |  |
| **Date –** please complete even if returning by email |  |