Please complete all parts of this form and return to the Conferences Department at IPEM.

Please note by webinar we mean a free of charge online “taster” or timely information sharing activity around 1 hour long. If you wish it to be longer and more conference focused, please fill in the event proposal form, specifying on-line event.

In order to continuously build and improve our attendance, variety and content and to enable departments time to plan, organise and promote your event we are asking for all 2025 activity to be planned as early as possible.

Our Mission: Improving health through Physics and Engineering in Medicine

Our Vision: Developing the professional, improving healthcare, transforming lives together

Our Values: Trusted, Inclusive and Progressive

**IPEM Programme Organiser’s Information**

**Name:** *enter name of Programme Organiser*

 *enter name of work organisation*

**Telephone:** *enter phone number*

**Email:** *enter email address*

*Committee/SIG/Member Proposing: enter name of SIG, committee or member proposing event*

**Event Information**

**Title of WEBINAR:** *enter title of event*

**Summary of event** 200 words max

Click here to enter text

**Preferred date(s)**

 enter proposed date(s)

**Preferred platform** [ ]  Online- Webinar

**Event duration**

 Number of hours (note a free webinar is a max of 90 minutes)

 enter number of hours

**Professional Justification for attending event:** To support delegates attendance and requesting budget/time to attend. (areas to consider- technical & personal development, inter-specialism learnings, peer-to-peer exchange, best practice)

**Speakers:** Proffered papers [ ]

Invited speakers Local [ ]  National [ ]  International [ ]

Talk Title 1

Presenter (if known)

Talk Title 2

Presenter (if known)

Talk Title 3

Presenter (if known)

Why have you selected these presenters? [specialist expert; renown in field etc; interesting POV]

**Audience**

Please list all the disciplines of the target audience

 enter disciplines of target audience

What is the expected number of attendees?

 0-40 [ ]  40-60 [ ]  60-100 [ ]  100+ specify

How is this figure determined?

 Past event [ ]  Guestimate on topic [ ]

 Other specify

**Additional information**

**Additional Comments**

*Click here to enter text.*

Signed: Date dd/mmm/yyyy

Received by Events’ Team: Date dd/mmm/yyyy