

AFAC/Bushfire CRC Professional Development Event Proposal Form

Do you have an idea for an industry professional development event? If you have an event proposal simply fill in the details below and either fax it back to AFAC on 03 9419 2389 (Attention Amanda Leck) or scan and email to Amanda.Leck@afac.com.au

Scope																	
Host <i>Host agency & contact person</i>																	
Event Title <i>This will be used for marketing</i>																	
Event Description <i>100 words or less</i>																	
Who should attend?																	
Event Type	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Master Class</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="width: 50%;">Seminar/Lecture</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Forum</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Workshop</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Clinic</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Knowledge Cafés</td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Conference</td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	Master Class	<input type="checkbox"/>	Seminar/Lecture	<input type="checkbox"/>	Forum	<input type="checkbox"/>	Workshop	<input type="checkbox"/>	Clinic	<input type="checkbox"/>	Knowledge Cafés	<input type="checkbox"/>	Conference	<input type="checkbox"/>		
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Objectives and outcomes																	
Objectives <i>What do you want to achieve?</i>																	
Outcomes <i>e.g. awareness, development of a tool etc</i>																	
Output <i>Is there a product created e.g podcast, DVD, paper etc?</i>																	

Event details	
Event outline and running schedule <i>e.g. Number of sessions/ modules</i>	
Expected number of participants <i>Indicate maximum number of attendees</i>	
Proposed date and time	
Number of proposed sessions <i>Is this a one off or series of events?</i>	
Proposed location(s) <i>State, capital city or regional centre</i>	
Presenter(s) (if known) <i>Or does a presenter need to be sourced?</i>	
Facilitator <i>Does the event require an independent facilitator?</i>	
Resources required	
Equipment required <i>e.g. IT, audio visual, transport</i>	
Knowledge products or resources <i>Booklets, presentations, research, aide memoirs etc. Do these need to be developed for the event?</i>	
Cost to Attend <i>Will the event be free, cost neutral or revenue generating?</i>	
Other resources <i>People, stationary</i>	
Catering <i>Morning/Afternoon tea, lunch, etc</i>	