**British Pharmacological Society BPS Live webinar application**

BPS Live is a series of online webinars hosted by the British Pharmacological Society. A webinar is an engaging online event where a speaker, or small group of speakers, deliver a presentation to a large audience who participate by submitting questions, responding to polls, and using other available interactive tools. BPS Live webinars should be no longer than 2.5 hours including time for questions to the speakers.

BPS Live webinars are free to attend and the costs should be covered by sponsorship. Therefore, the Society will need a minimum of 3 months from date of acceptance from Meetings Committee to promote the webinar.

Applications for BPS Live webinars are assessed three times a year by the Meetings Committee. Deadlines for submitting a webinar are **31 January, 31 May and 30 September.**

It is expected that the proposer(s) of a BPS Live webinar would become a chair of the webinar and would work alongside the Society’s staff to deliver the event, providing leadership on the programme and faculty. Full guidance for what is involved in this role is available [here.](https://www.bps.ac.uk/cmsctx/pv/administrator/culture/en-GB/wg/caeef735-4ac6-43a3-bdf0-3f6d65387aaf/h/483178b30c2f4a1198c698051f98f626c3e948f56c1131f834874e4fd14a72cb/-/getmedia/ee7a076c-bae6-44c5-b82f-98b289a129de/Organiser-Guidelines-for-Scientific-Meetings.pdf.aspx?uh=62dca07319d2cfda12516360474df3aef3c21d378d8f780cb0d6e8091418fb9b)

Proposers are asked to note that as a BPS Live webinar organiser, they are expected to adhere to the [Society’s code of conduct for members](https://www.bps.ac.uk/cmsctx/pv/administrator/culture/en-GB/wg/caeef735-4ac6-43a3-bdf0-3f6d65387aaf/h/483178b30c2f4a1198c698051f98f626c3e948f56c1131f834874e4fd14a72cb/-/getmedia/6831dc1f-1b53-4626-9b8b-14cffbf3f22e/Code-of-conduct.pdf.aspx?uh=190910e28b80ccb40977efe7d42162f8c524d30854419817d093f43e9919537b).

**This document has been developed by the British Pharmacological Society to:**

* Fairly and transparently make decisions on wide-ranging proposals from different proposers
* Reduce the administrative burden Society staff by capturing all requirements from the start
* Enable the British Pharmacological Society's Committees to review and respond to proposals promptly
* Enable the Society and events team to review proposals based on relevance to the educational and developmental needs of members as well as relation to other Society activities

If successful, details of any budget that has been allocated to the event and a timeline of planning meetings and activities will be shared with the proposer.

**If you have any questions, please contact** [**meetings@bps.ac.uk**](mailto:meetings@bps.ac.uk)

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| **Proposal sent by** | *Name and organisation of Society member submitting proposal* |
| **Proposers email and telephone number** |  |
| **Proposers city and country of residence** |  |
| **On behalf of** | *Details of other organisers associated organisations* |
| **Webinar working title** |  |
| **Proposed date & time of webinar** |  |
| **Webinar description, please note this will be used on the Society's website for marketing purposes** |  |
| **Themes and topic areas covered** | *Summary of topic areas* |
| **Webinar justification, please include details of why this webinar is relevant** |  |
| **If this webinar relates directly to any of the Society’s** [**Networks**](https://www.bps.ac.uk/my-society/networks)**,** [**campaigns**](https://www.bps.ac.uk/education-engagement/our-campaigns)**,** [**educational curricula**](https://www.bps.ac.uk/education-engagement/teaching-pharmacology/core-curricula) **or** [**advisory groups**](https://www.bps.ac.uk/about/who-we-are/how-we-are-governed/committee-overview)**, please indicate** |  |
| **Summary of expected outcomes from the webinar** | *Consider materials that could be produced, benefits experienced e.g.*   * *Building/supporting the education community* * *Engaging policy makers* * *Engaging with industry needs* |
| **Estimated number of attendees** |  |
| **Who is this webinar aimed at** | *EG. Academics, industry, young pharmacologists etc* |
| **Proposed programme details including timings and speakers to be invited**  This can be attached as a separate document. |  |
| **Please state how you have considered** [**Equality, Diversity and Inclusion**](https://www.bps.ac.uk/getmedia/7782e17a-6a52-46d8-a4c7-ff717fa634ee/Equality-and-diversity-statement.pdf.aspx?ext=.pdf) **in your application and met the Society’s aim of creating a diverse faculty** |  |
| BPS Live webinars are free to attend and the costs should be covered by sponsorship.  **Can you identify specific company/s and/or contacts the Society can approach to sponsor your webinar?** |  |
| **Details of any other funding that has been acquired or applied for from other sponsors or funding bodies** |  |
| **If any of the organisers are members and/or are a member of affiliated organisers that may be approached for collaboration or marketing purposed, please indicate** |  |
| **What are the potential outputs from the Society's journals (BJP, BJCP and PR&P) from your webinar?** |  |
| **Additional activities surrounding the webinar** | *Publications, changes in policy etc* |
| **Are you aware of any other events that may compete with the content or proposed timing of this webinar?** |  |
| **Any further details for the Meetings Committee to consider** |  |