

WASHINGTON SCHOOL OF PSYCHIATRY

Preliminary proposal for WSP Event

This proposal MUST be submitted at least 6 months ahead of the requested date of the event.

Event Type: Seminar / Conference / Study Group

Other _____

Event Title: _____

Name and email of person requesting the event: _____

Date of Request: _____

Event Presenter(s):

Any other participants: _____

Date(s) Time(s)
requested: _____

Total hours of conference (CE credits requested): _____

Catering [Breakfast / Snacks / _____

Equipment (powerpoint, DVD player, microphone, etc.) _____

If any costs sponsored by third party other than WSP, please note below

EXPENSES	
Honorarium	
Travel cost	\$
Lodging	\$
Meals	\$
Total cost for speaker (not to exceed \$1,250)	\$
Catering Costs	\$
Materials	\$
Other Costs	\$
NET EVENT COST ESTIMATE	\$
Event Fee per attendee	\$
Anticipated Number of Participants	
Event revenue estimated	\$
Other – grants, scholarships, etc.	\$
NET EVENT INCOME (ESTIMATE)	\$
EVENT REVENUE TO WSP(ESTIMATE)	\$

IMPORTANT: provide presenter CVs and Disclosure Forms

:

WASHINGTON SCHOOL OF PSYCHIATRY
PRESENTS

INSERT TITLE OF THE EVENT

Presenter: *Insert Presenter Name.*

Insert date and time

Insert text describing the conference nature and educational content:
Try to keep description to about 100 words.

WHO SHOULD ATTEND

The workshop is intended for psychologists, psychiatrists, social workers, psychiatric nurses, licensed professional counselors, physicians, medical students and other graduate students.

Feel free to edit if there are changes in the target audience for your event.

OBJECTIVES

After attending the workshop, participants will be able to:

1. Define
2. Use
3. Explain

APA Guidelines suggest these verbs to use for writing learning objectives: list, describe, write, identify, discuss, apply, predict, demonstrate, prepare, analyze, design, select, create, plan, assess, compare, rate, critique,

Avoid using these verbs: know, understand, learn, appreciate, become aware of, become familiar with

PRESENTER

XXXX Ph,D. is the INSERT BIOGRAPHY HERE.

LOCATION

The Washington School of Psychiatry
5028 Wisconsin Avenue, N.W., Suite 400
Washington, DC, 20016

Or:

CE/CME CREDITS – _____

CONFERENCE FEE: _____

Note: Conferences are priced at \$30 per CE Credit