

APA Professional Development Lecture evening booking form



This form is to be completed in full by the lecture evening convenor and forwarded to the PD Officer at your local APA Branch Office. While we ask this form be fully completed from the outset, an asterisk (*) indicates the minimum required information for advertising. This assists us in providing complete information to your target audience.

ALL Lecture Evenings are priced at: Group Members/Rural/Student – FREE APA Members – \$30 Non APA members – \$50

*Lecture information

*Group name: _____ *Is this suitable for students? Yes No

*Is this a joint event with another group? Yes No Group: _____

*Is this event open to non-physios? Yes No

Please identify the Allied Health/ Health professional that this material would be appropriate for

Name(s) of presenter(s)

Name	Telephone/mobile	Email address

*Lecture title: (up to 60 characters)

*Lecture overview: (up to 800 characters. Include presenter bio/profession)

We strongly recommend that you provide a brief overview of the lecture to assist in the promotion of your activity.
InMotion advertising deadlines: 5th of month prior, eg. 5 March for May issue.

*Lecture details

*Preferred date: _____ *2nd option date: _____

*Start time: _____ *Finish time: _____

*Venue details

*Venue name: _____

*Venue address: _____

Other venue information: Parking, directions etc.

Convenor contact details

Name: _____ Mobile ph: _____

Daytime ph: _____ Email: _____

Lecture recording

Would you like this lecture recorded? Yes No

Has the presenter signed the *Consent to Record form*? (submit with this booking form) Yes No

Is the convenor comfortable and able to set-up the lecture for recording? Yes No

Does the lecture contain a physical demonstration? Yes No

Explanation of how/why this topic has wide national appeal

Presenter payment

How will the presenter be paid? *Lectures are budgeted at a flat rate. This means that \$200 must cover the session and is not available per presenter per hour.*

\$200

\$50 gift voucher

Participants

Maximum number of participants room can accommodate: _____

Registrations close

Registrations will close on the day of the lecture. The APA, however, reserves the right to cancel lectures with non-viable numbers of registered physiotherapists prior to the lecture day.

Required equipment

This equipment will be arranged subject to availability at the venue.

The APA will arrange **as standard** a laptop and data projector for all lectures when the lecture is being held in an APA office only. Please confirm if you require additional equipment. Provide details, e.g. quantities and costs, where applicable.

CPD hours

CPD hour allocation: *Lecture evening CPD hours are calculated at 1 hour per hour.*

Once your lecture has been advertised in print or on the website we are unable to accommodate changes to dates, times and content except under exceptional circumstances.

OFFICE USE ONLY	BUDGET APPROVAL
Approved by:	Date:

22 June 2012

To: office bearers and staff

Re: Expenditure approval and Reimbursement Policy

The Australian Physiotherapy Association, as part of its risk management framework, is required to ensure that adequate controls are in place for the control of all expenditures.

The APA has an approved a delegations schedule in place that outlines the level and type of expenditure that may be approved by an appropriate member of staff. As such, all expenditure commitments made by the APA must be made in accordance with the delegation schedule.

All APA staff, office bearers, and volunteers need to be aware of the delegation schedule and understand that only certain members of staff are able to commit the APA to expenditure whether by contractual arrangement or by simple reimbursement.

Before purchasing anything directly with the use of personal funds, it is first recommended that approval has been granted to expend funds for the particular purpose. Failure to abide by the procedures in place could result in requests for reimbursement of expenditure to be disallowed.

In relation to formal contractual arrangements that require a signature, it is best practice to ensure that the contract or agreement is forwarded to the relevant APA General Manager, for review in the first instance.

Thank you to all for your understanding of these important requirements.



Craig Maltman

GM Corporate Services