New product and activity proposal form

Thank you for your interest in submitting a proposal form to deliver content as part of our annual RCR Learning programme. We are always interested in hearing from our members, faculty, partners, and stakeholders about ways we can enrich our programme of products and activities for all oncologists and radiologists practicing in the UK and worldwide.

What proposals are we looking for?

We are interested in discussing a variety of products and activities including, but not limited to the following:

* Annual Conference session
* In person live events
* Online/virtual live events
* Hybrid (in person/live streaming)
* Webinars
* Pre-recorded e-learning modules
* Hands on workshops
* Training course
* Lectures

We are seeking content to support the following topic areas:

* Clinical Radiology
* Clinical Oncology
* Professional Development
* Wellbeing
* Trainees
* Teaching

Why does the RCR need this information?

We will use the information provided, to consider whether the proposal could be developed and delivered as part of our forthcoming workplan. We will also use this information to understand resource requirements, financial commitments and to assess conflicts within our learning programme or within external competitors.

Working with RCR Learning team

The RCR Learning Team is made up of experts and professionals who have a wealth of experience in strategic planning and operational event and product delivery. When working on an activity or product with the team you will have access to a lead project co-ordinator as well as access to project managers, marketing experts, sales and sponsorship management and support with financial planning.

Once the RCR have agreed to invest resources and finance in the delivery of any product and activity, the content and future legacy of the product can be replicated within our annual programme.

For all RCR Learning products and activities, please note experts own the intellectual property of the **content** that they provide. However, the intellectual property rights for the **recording** of any content provided for products or activities will belong to the RCR.

What happens next?

Once your form is complete submit this to conf@rcr.ac.uk where we will review the information and share with our Learning Committee Chairs. In some cases, we may require further information and on occasion we may need to defer or re-evaluate proposals based on our existing programme or competing activities. If the proposal is successful, you will work with a dedicated member of the team to kick start the planning of the activity.

Proposal form

|  |  |
| --- | --- |
| Date of proposal  | Click or tap to enter a date. |

Submitters details:

|  |  |
| --- | --- |
| Full name  | Click or tap here to enter text. |
| Affiliation | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

Product/activity overview:

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| --- | --- | --- | --- |
| Faculty (*Tick best fit*)  | Clinical Oncology | Clinical Radiology | Joint faculty |
|  |[ ] [ ] [ ]

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| --- | --- | --- | --- |
| Target Audience  | Trainees | Consultants | Supervisors/ Educators |
|  |[ ] [ ] [ ]

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| --- | --- |
| Draft title  | Advanced Gynae Workshop |

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| --- | --- | --- | --- | --- |
| Approximate month/year for delivery | Month | 2023 | 2024 | 2025 |
|  | Click or tap here to enter text. |[ ] [ ] [ ]

|  |  |  |
| --- | --- | --- |
| Duration  | Hours | Days |
| Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Location/Venue *(If known)*  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Estimated numbers of attendees | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Estimated numbers of speakers/facilitators  | Click or tap here to enter text. |

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| --- | --- |
| Activity type *(Select all that apply)*  | [ ] Annual Conference session [ ] In person live events[ ] Online/virtual live events [ ] Hybrid – in person and live streaming [ ] Webinars[ ] Pre-recorded e-learning modules [ ] Hands on workshops [ ] Training course [ ] Lectures  |

|  |  |
| --- | --- |
| Please provide a short promotional brief for the product or activity (this will be used in marketing) | Click or tap here to enter text. |

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| Learning outcomes i.e. what delegates will be able to do/ know after participating*(Please aim for a minimum of 3)*  |  Click or tap here to enter text. |

|  |  |
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| Are there any competing products or activities? (*Please provide information)* | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Has this product or activity taken place before? (*Please provide information)*  |  Click or tap here to enter text. |

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| Is this product a one off or can the activity be repeated and if so, how frequently?(*Please provide details)*  | Click or tap here to enter text. |

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| Do you have any further information to support your proposal? Eg, grants, prospects, partnership, history etc…(*Please provide details)*  |  Click or tap here to enter text. |

|  |  |
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| Do you have any suggestions and contact details for corporate sponsors for the product/ activity? | Click or tap here to enter text. |

Once your form is complete submit this to conf@rcr.ac.uk. Confirmation of receipt will be sent, and the outcome will be provided within 2 weeks of your submission.

**INTERNAL USE ONLY**

RCR Learning Team

|  |  |
| --- | --- |
| Full name  | Click or tap here to enter text. |
| Job title  | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- | --- |
| Which other RCR team members have reviewed this proposal?*(Tick all the apply)*  | E-Learning  | Marketing  | Sponsorship | Live Events  | Professional Practice  |
|  |[ ] [ ] [ ] [ ] [ ]

|  |  |
| --- | --- |
| Do we support for this product or activity? Why?(*Please provide information)*  | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Are there any risks identified and how can we mitigate these? (*Please provide details)*  | Click or tap here to enter text. |

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| --- | --- | --- | --- |
| Which faculty chair needs to review this proposal? | Clinical Oncology | Clinical Radiology | Joint faculty |
|  |[ ] [ ] [ ]

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Committee Chair

|  |  |  |
| --- | --- | --- |
| Full name *(Please tick)*  | Rowena Johnson (CR) | Alex Taylor (CO)  |
|  |[ ] [ ]

|  |  |
| --- | --- |
| Feedback/comments/questions (*Please provide information)*  | Click or tap here to enter text. |

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| --- | --- | --- | --- | --- |
| Next steps*(Please tick)* | Approved(*Progress to planning stage)* | Approved in principle *(Follow up required)*  | Postponed *(Period to be confirmed)* | Declined (C*onstructive feedback to be provided)* |
|  |[ ] [ ] [ ] [ ]

Return completed form to conf@rcr.ac.uk