

Education Event Request Form

Please submit a completed form with required attachments and signatures at least four (4) weeks in advance of any education event to spa@bvvari.org.

Event Organizer:

Email:

Principal Investigator or VA Service Chief (if different from Event Organizer):

Email:

Anticipated Outside Funding Sources:

BVARI Account # (must be Education and not Research):

Name of Event:

Event Date(s):

Event Type:

Event Location:

of Anticipated Attendees:

of recurring events:

Is this event being held for the first time? Yes
If no, please provide a brief history:

No Total Anticipated # of Attendees:

Program Description & Target Audience Details:

List objectives of the program with desired outcomes of the activity in terms of knowledge, skills, and aptitudes based on the identified educational needs:

Please complete the **Estimated Budget** on page 2 of this form.

Please attach the following documents if required:

--**Agenda - Click to Attach**(required)

--**CV and/or Bio - Click to Attach** (required for event speaker(s) who are not VA Boston Healthcare System employees)

--**BVARI Conflict of Interest Disclosure(s) - Click to Attach** (required for all event speakers, including VABHS employees, regardless whether there is any relationship with a commercial company or sponsor)

Principal Investigator or VA Service Chief (Signature only required if utilizing BVARI Account #)

INTERNAL USE ONLY

BVARI Account Balance:

Estimated Balance Based on Budget (page 2):

Estimated IDC (if applicable):

Patricia McNulty
CEO, BVARI

Dr. David Topor
Associate Chief of Staff for Education, VABHS

Education Event Estimated Budget

If the actual budget is greater than the estimate provided below, a revised form will be needed.

| Category | Cost | |
|--------------------------|------------------|---------------------|
| | Estimated Budget | Per Person Estimate |
| Advertising | | |
| Conference Supplies | | |
| Educational Materials | | |
| Equipment Rental | | |
| Facility Rental | | |
| Printing | | |
| Meals: Breakfast | | |
| Breaks | | |
| Lunch | | |
| Dinner | | |
| Gratuuity/Service Charge | | |
| Wait staff | | |
| Speaker(s): Honorarium | | |
| Meals | | |
| Hotel | | |
| Transportation | | |
| Other | | |
| Cancellation Insurance | | |
| Other (specify) | | |
| TOTAL | | |

Note that some accounts may be subject to indirect costs. BVARI will notify you in advance if this impacts your balance.

Please provide any additional information regarding budget below: