

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@bvari.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

No

Total Anticipated # of Attendees:

If no, please provide a brief history:

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:

Patricia McNulty
Acting CEO, BVARI

Dr. Andrew E. Budson
Associate Chief of Staff for Education, VABHS

Education Event Estimated Budget

Category	Cost	
	Estimated Budget	Per Person Estimate
Advertising		
Conference Supplies		
Educational Materials		
Equipment Rental		
Facility Rental		
Printing		
Meals: Breakfast		
Breaks		
Lunch		
Dinner		
Gratuities/Service Charge		
Wait staff		
Speaker(s): Honorarium		
Meals		
Hotel		
Transportation		
Other		
Cancellation Insurance		
Other (specify)		
Subtotal		
BVARI Indirect Cost (15%)		
TOTAL		
Balance Remaining		

Please provide any additional information regarding budget below: