**Workshop/webinar title**

**Proposal template**

**Complete 2-3 months in advance of event**

# Event details

|  |  |
| --- | --- |
| Title of workshop/activity |  |
| Target audience |  |
| Number of participants |  |
| Dates  Please be aware that workshops requiring digital support from TGHN must be organized from Monday to Friday. |  |
| Number of days, number of sessions, session duration |  |
| Mode of sessions delivery (face to face, hybrid,..) |  |
| Language |  |
| Location of workshop / activity – please provide full address & country |  |

# Rationale for workshop (max 200 words)

# Workshop aims and objectives -

Please list 3-5 learning objectives for your workshop. These should clearly state the knowledge or skills participants can expect to come away with after the event. In the workshop feedback survey we will ask participants to respond against each of these objectives. *The objectives should answer these questions: How is this event improving the research skills of the nurses that are attending? What skills are they improving or gaining?*

# Agenda

|  |  |  |
| --- | --- | --- |
| TIME | TALK | Panellists (provide panellists’ role, institution, country and short Bio) |
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# Speakers –

Include institution details and rationale for their participation

# Timelines

# Intended outcomes for the audience

# Intended outcomes for yourself and your institution

# Anticipated outputs

# Plan for how the learning or benefits will be sustained

# Total Budget in GBP

Please note:

* The workshop scope is local/regional (not national/international, we cannot cover transport costs)
* The grant does not cover transport and accommodation costs for attendees
* Speaker participation is pro bono. Budget does not cover per diem.
* The number of attendees is usually around 50-100 nurses and midwives. The number would depend on the venue capacity while ensuring that the participants attendance is free.

# Itemised budget

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Quantity** | **Description of items/services** | **Unit Price GBP** | **Net value** | |
|  | **GBP** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| Total |  |  |  |  |  |