



College of Intensive Care Medicine
of Australia and New Zealand
ABN: 16 134 292 103

GUIDELINES FOR ADMINISTRATIVE SUPPORT FOR NON CICM COURSES

The College is able to provide limited administrative support to Fellows and Trainees running independent educational courses (as distinct from official College courses). The support available is limited to managing the registrations and finances. The named course organiser or convener must be a College Fellow or Trainee and will be the person responsible for all financial decisions.

The provision of such administrative support does not equate to College approval or endorsement of the course and the College Logo must not be displayed on any advertising or other print material.

REGISTRATIONS

The College will set up an online registration form for the course and provide a link for the course organiser to monitor the registrations. The College will not provide information regarding the course to attendees, all queries regarding the course must be directed to the course contact person.

FINANCE

A budget must be submitted at time of application as the College will not be liable for any losses incurred and organisers must ensure that the budget is realistic.

REGISTRATION FEES

Fees will only be accepted via the online registration form. These fees will be kept in a sub-ledger in the College's accounting system and will be used to pay any expenses associated with the course.

RECEIPTS

The College will issue tax invoices/receipts to attendees upon registration.

REFUNDS

The Course Convenor will be asked to choose an appropriate cut-off date after which refunds will not be offered for cancellations unless under extenuating circumstances.

EXPENSES

Expenses paid will be limited to funds received. If expenses exceed funds received the Convenor will be liable for the costs.

INVOICES

Supplier invoices must be addressed to the College. All invoices MUST be received by three months after the date of the course.

REIMBURSEMENTS

If required, Faculty of the course can be reimbursed for costs associated with the course, all receipts of payments must be provided to the College. All reimbursements MUST be received by three months after the date of the course.

EXCESS FUNDS

Any funds remaining after all expenses have been met will be paid back to the Convenor or donated to the Intensive Care Foundation.

INSURANCE AND LIABILITY

The College will not be responsible for any injury, loss, damage etc incurred as a result of the running of this course. The College recommends you purchase an appropriate insurance policy.

Please return completed forms to:

Stephanie Addamo, Administrative Officer; Continuing Professional Development,
College of Intensive Care Medicine
stephaniea@cicm.org.au

APPLICATION FORM FOR ADMINISTRATIVE SUPPORT

Name of the Course		
Date of the Course		
Date payments will be finalised (3 months after the course)		
Convenor(s)		
Contact Details of Convenor		
Course Budget	Please Attach to Application	
Excess Funds (please indicate where any excess funds should be paid)	Account Name	
	BSB	
	Account Number	
	OR	
	Please donate to the Intensive Care Foundation	
	Yes/No	
Advertising	Website	
	Yes/No	
	E-news	
	Yes/No	

As the Convenor of this course, I have read and agree to all the terms and conditions set out in the “Guidelines for Administrative Support for Non CICM Courses” document;

Signature

Date

REGISTRATION FORM REQUIREMENTS

Course Name	
Dates	
Location	
Contact Details for Enquiries	
Logo/Image for form	If you have a logo or image you wish to use, please attach to the application
Registration Fees	
Maximum Number of Registrants	
Cancellation and Refund Policy Eg. how many days out from the event will you allow a full refund if cancelled?	
Welcome Page Content Please provide the message/content you wish to have on the opening registration page.	

The following information will be included in the Online Registration Form

- Name
- Postal Address
- Email
- Mobile Phone
- Dietary Requirements

If you require any additional information from the attendees, please detail it in the table below:

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Following completion of the Online Registration Form, the following message will appear on the screen:

Thank you for registering for [*Course Name*]

You will be contacted by the organisers within one week to confirm registration.

If you have any questions, please contact [*Course Contact Email Address*]

If you wish to include any additional text, please detail in the table below:

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