**EPNS Visiting Teacher 2021: Application Form**

(to be completed by host)

**Section A: Main Contact in host country data:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | First  Name | |  | Last Name |  |
| Work Address  (in full – including institute and department name) | | |  | | | |
| Home Country (must be in Europe and classified by the World Bank per capita income group 1, 2 or 3, or EPNS category WB4B email [info@epns.info](mailto:info@epns.info) for confirmation) | | |  | | | |
| Email Address | | |  | | | |
| Telephone number | | |  | | | |
| Fully paid up EPNS member | | | YES / NO | | | |
| Photograph attached  **(to be used on EPNS website)** | | | YES / NO | | | |
| Has a visiting teacher been identified? \*\* | | | YES / NO | | | |
| \*\*If ‘YES’ | | | Please complete Sections B, C, D and E  Then send application form to [**info@epns.info**](mailto:info@epns.info) | | | |
| \*\*If ‘NO’ would you like EPNS to help find a Visiting teacher? | | | YES / NO   * if yes, the EPNS will contact you to arrange. * if no please give more details about your plans to find a visiting teacher   For both ‘YES’ and ‘NO’ answers, please complete section C  Then send application form to [**info@epns.info**](mailto:info@epns.info) | | | |

**Section B: Visiting Teacher data:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Title |  | First  Name | |  | Last Name |  |
| Work Address  (in full – including institute and department name) | | |  | | | |
| Home Country  (**MUST BE EUROPE**) | | |  | | | |
| Email Address | | |  | | | |
| Telephone number | | |  | | | |
| Fully paid up EPNS member (recommended). | | | YES / NO | | | |
| Area of specialism | | |  | | | |
| Photograph attached  **(to be used on EPNS website)** | | | YES / NO | | | |

**Section C: Objectives for the Visit:**

|  |  |
| --- | --- |
| Brief details of the objective of the proposed visit. Include, how the host country expects to benefit from the visit. |  |
| Who will participate in the visit in the host country? (e.g. fellows, young paediatric neurologists, paediatricians etc ..) |  |
| Where / in which hospital (s)will the visit take place? |  |
| What is the language to be used during the visit? |  |

**Section D: Plans so far**

|  |  |
| --- | --- |
| When and where did the first meeting between the visiting teacher and host country main contact take place to discuss and plan the visit? (e.g. at a scientific meeting, training course or have Skype, etc.) |  |
| Proposed start and end date of the visit (recommended length of visit is 3 days) **MUST TAKE PLACE IN 2021** |  |
| Has the visiting teacher agreed to the proposed dates of the visit? (if no, the application cannot be considered) | YES / NO  (a letter of support from the Visiting Teacher confirming availability must be attached to the application) |
| Visiting Teacher Programme: please give details here, or attach to the application form |  |
| What will the host need to arrange to make the visit a success? (e.g. rearrange rotas, clinics, meeting rooms, etc.) |  |
| At the end of the visit, the Visitor / host country must provide photos and a brief report which can be shared with EPNS members in the monthly update and on the EPNS website. Please confirm the name of the person who will provide this report. |  |
| Are all parties involved fluent in this language? Are translators available? |  |
| How will all participants be encouraged to join the EPNS? (it is not a pre-requisite that all participants are EPNS members, but it is strongly recommended). |  |

**Section E: Visiting Teacher Cost Calculation**

**(include all expected costs in Euros):**

|  |  |
| --- | --- |
| Return flights (economy travel/airline) |  |
| Airport transfers |  |
| Travel during visit |  |
| Hotel costs for full stay (how many nights will the stay be for? …………) |  |
| Meals/drinks during the stay |  |
| Any other expected costs – please specify |  |
| Estimated total cost |  |

**Terms and Conditions IMPORTANT PLEASE READ**: By sending this application you are confirming that you understand the EPNS shall bear no organisational, financial or legal responsibility for any aspect related to the EPNS Visiting Teacher event, including correspondence with the supported EPNS Teacher regarding logistics and their availability. If, due to any reason, an EPNS Visiting Teacher is forced to cancel, the local organising team take full responsibility and the EPNS shall be in no way liable.  The only role performed by the EPNS is to arrange reimbursement of the agreed expenses, assist in promoting the EPNS and collate/share the feedback after the event.

**Thank you for your application which will be considered by the EPNS Education and Training Committee.**

**Please return your completed application form to Sue Hargreaves at** [**info@epns.info**](mailto:info@epns.info)

**TOGETHER WITH THE LETTER OF SUPPORT FROM THE VISITING TEACHER.**