**Application for BSS External Events Endorsement**

*To be submitted (at least two months before the event) with all attachments to:* [admin@sleepsociety.org.uk](mailto:admin@sleepsociety.org.uk). *Upon acceptance, the BSS will endorse the programme of the event and promote it accordingly to its membership. Please also refer to the guidelines for BSS External Events Endorsement available on the webpage.*

**General information**

**Title of the event/meeting**

**Date/time**

**Link to online webpage/information**

**Organiser/society** *(including address and contact details)*

**Topics** *(please list/tick all of the topics below that apply)*

* Public Health/Policy
* Insomnia
* Parasomnia
* Hypersomnia
* Sleep-Disordered Breathing
* Circadian Rhythm Disorders
* Hot Topics
* Clinical Trials
* Adults
* Paediatrics
* Methods (sleep diagnostics)
* Therapeutics
* Other (please specify)

**Target audience**

**BSS Strategy theme** *(please tick all that apply)*

* Education
* Research
* Clinical Standards
* Public Engagement

**Frequency of the meeting**

* One off
* Recurrent (please specify frequency e.g. annual/every other year)

**Attachments** *(required for submission/note: without these attachments your application will be returned to you for re-submission)*

* Programme (please state whether preliminary or final, should include dates, times, venue)
* Executive summary (max 300 words, should include estimated attendance and language)
* Expected learning outcomes (max 300 words)
* Faculty list (including gender balance)
* Conflict of Interest Declaration

**Sponsors** *(please list)*

**Are the organisers BSS members or any other faculty** *(please state)* **?**

* Yes
* No

**Registration fees**

Is the meeting open for everybody?

* Yes
* No (please indicate the specific restrictions)

**Full rate:**

**Reduced rate:**

**CME/CPD accreditation** *(applied for/accredited, please list the accreditation board and number of hours/credits)*

**Signature/Date**

**Final Documents**

**It is furthermore agreed that if the BSS agrees to endorse the event, the BSS logo and name will be indicated on the official communication of the event/meeting. The programme, documents and links where the BSS logo and name will be used must be shared prior to publication with the BSS head office (mail:** [**admin@sleepsociety.org.uk**](mailto:admin@sleepsociety.org.uk)**).**