

CONFERENCE ATTENDANCE ON BEHALF OF THE POSTGRADUATE MEDICAL COUNCIL OF WESTERN AUSTRALIA (PMCWA)

The PMCWA recognises the value of conferences, seminars and other forums, as avenues for staff development, communication, networking and fulfilment of PMCWA obligations.

The following guidelines set the broad context within which the PMCWA considers submission for attendance at conferences.

Criteria

- The relevance of the conference theme(s) to the core activities of the PMCWA.
- The relevance of the person applying to attend in relation to their role and responsibility within the PMCWA (are they the best person to go on behalf of the PMCWA).
- The cost, having regard for the other initiatives and functions of the PMCWA.
- Comparison with alternative information-sharing and training forums that are available.
- The feasibility of having just one person attend (and subsequently providing feedback to colleagues) rather than diverting a number of persons.

Application for attendance at conference, courses and seminars should address the following points.

- Name of conference/course/seminar.
- Date(s) of conference/course/seminar.
- Venue of conference/course/seminar.
- State/Country of conference/course/seminar.
- Reason for attendance (justification of why best conference to attend / learning objectives).
- Proposal for disseminating knowledge gained.
- Conferences attended in past 2 years sponsored by PMCWA/PTAC.
- Other sources of funding explored to support attendance at conference/course/seminar.

Approved PMC Executive - 9 February 2004