APPENDIX 2

**Application Request to Hold an ICS Guest Lecture**

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| Name of ICS Member requesting application: |  |
| Country in which course/meeting is to be held: |  |
| Proposed City |  |
| Proposed Date |  |
| Specific date of guest lecture |  |
| Proposed Venue |  |
| Accommodation details for speaker(s) |  |
| Number of expected delegates:  Include degree of training and discipline |  |
| Name of proposed guest lecture |  |
| Suggested lecture title |  |
| To what local associations are you applying for CPD recognition? |  |
| Will there be an exhibition? |  |
| Other known Urological/Gynaecological meetings in the geographical area occurring 2 months before and 2 months after proposed date |  |
| Local information: e.g. weather, national holidays in four week period leading up to and including the course date |  |

Need for guest lecture: Why is important that an ICS speaker(s) attends this guest lecture for this audience? What do you feel the benefit to you will be? What can the ICS provide that local providers will be unable to deliver?

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Declaration:

I confirm that the information above is true to the best of my knowledge and that I have read and understood the Education Course Guidelines.

The proposed programme is attached to the application.

I acknowledge:

* ICS speakers will speak in English. If simultaneous translation or another form of translation required is required then the ICS will not cover the costs for this.
* The ICS may wish to attend the meeting and have an exhibition booth and would expect a free booth to promote the benefits of ICS membership.
* The host organisation will organise and cover hotel costs for the ICS speaker(s)
* The host organisation will organise and cover return transfer costs from the airport to accommodation. If the accommodation is in a different location to the course venue then local ground transport will also be provided
* The ICS will cover the costs of flight and related personal expenses for the speaker(s)
* A post meeting electronic survey will be completed by the delegates and the ICS will be provided with the contact details of the delegates or the survey link will be sent on the ICS’s behalf.

Signed:

Dated: