

ANZAN ASIA-PACIFIC VISITING SPEAKER PROGRAM: PROCEDURES

<i>Purpose</i>	To provide funding for an ANZAN member to contribute to a neurology education meeting/course taking place in an underserved country in the East Asian-Pacific region.
<i>Type of Program</i>	1) Stand-alone course 2) Courses conjoined with other local/regional meetings
<i>Type of Support</i>	\$ 2500 per ANZAN speaker Additional expenses related to the speaker's visit (eg. visas, incidental expenses, accommodation) will not be paid by ANZAN, but may be negotiated between the speaker and the host site
<i>No. of Speakers</i>	Maximum of 2 ANZAN speakers per application and/or per calendar year
<i>Educational Format</i>	To be decided between host site and invited speaker(s). The ANZAN visiting speaker should make a substantial contribution to the educational activity. Appropriate activities may include didactic lecture with Q & A, Grand Rounds, clinical case presentations, lecture followed by small group workshops, interactive seminar using video, practical workshop, patient demonstrations. The ANZAN invited speaker should acknowledge ANZAN support of their visit during their presentation.
<i>Honorarium</i>	An honorarium to the visiting speaker by the host site is not expected. Any additional honorarium paid to the speaker must be declared in the application.
<i>Eligibility requirements</i>	1) Host country is in East Asian-Pacific region and is considered underserved in terms of local Neurology clinical and teaching services 2) Host country is not on the DFAT "do not travel" list 3) Program content is Neurology-focused 4) Invited speaker must be an ANZAN member 5) Invited speaker provides ANZAN with a current police check/working with children certification
<i>Legal liability</i>	ANZAN does not accept any legal liability for the outcome of the visit. Both host site and ANZAN visitor must have appropriate insurances in place (including, for the ANZAN visitor, travel insurance appropriate for the country visited)
<i>Evaluation process</i>	The ANZAN visiting speaker and host site are each to provide ANZAN with a summary of the educational program presented and an evaluation of its success within 2 months of the completion of the visit.
<i>Approval Process</i>	Applications will be considered by the ANZAN Asia-Pacific Affairs Committee

<i>Application Process</i>	<ol style="list-style-type: none">1. The host site is to contact the proposed ANZAN invitee(s) and secure their acceptance of the invitation before submitting the application.2. The application to ANZAN is to be from the host site (not the ANZAN invitee) and should be addressed to: Ms Mandy Jones Executive Officer Australian and New Zealand Association of Neurologists 145 Macquarie Street Sydney NSW 2000 email: anzan@anzan.org.au3. The application must include:<ol style="list-style-type: none">1) a detailed description of the event/teaching program2) the name and CV of the inviting physician who is issuing the invitation on behalf of the host site1) the name and CV of the proposed ANZAN invitee(s)2) signed acceptance by the ANZAN invitee of the invitation3) details of any additional compensation (eg honorarium) proposed to be offered to the ANZAN invitee(s) by the host site or other sponsor
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