

## CSIM-SPONSORED LOCAL LEARNING EVENTS AT CENTRES ACROSS CANADA

### TERMS OF REFERENCE

The Canadian Society of Internal Medicine is pleased to help sponsor local learning events at academic and community centres across Canada, such as GIM career nights for trainees, continuing professional development (CPD) activities, resident wellness activities and journal clubs.

#### CRITERIA

- A local CSIM member and/or CSIM associate member is required to determine the learning needs of the proposed audience and organize, promote, and lead the event. The CSIM member/associate member will be required to address attendees about CSIM sponsorship of the event and provide an overview of the society and membership benefits.
- Participants attending the event should be primarily (1) physicians practicing in the broad field of general internal medicine, (2) GIM trainees, and/or (3) internal medicine trainees and medical students who are likely to be considering a career in GIM.
- CSIM will provide funding of up to \$15 per person per event (based on the number of people who sign the attendance sheet) to cover the cost of food/refreshments and logistics. Funding is limited to a maximum of \$500 per site (i.e., academic centre/university or community hospital/practice group) per year, and is available on a first-come, first-served basis. Once the yearly funding limit has been reached, no further applications will be accepted.
- To be eligible for funding, the event must be pre-approved a minimum of two weeks prior to the event. Events cannot be pre-approved more than eight weeks prior to the event. [Click here to download the application form](#). Only one event application will be considered at a time and within an eight week period. Funding is not guaranteed unless the CSIM has provided an official letter of approval. If funding is granted, the expense form and copies of receipts must be completed and submitted electronically to the CSIM office. Funds will not be disbursed until after the event is complete and the expense form and receipts have been received by the CSIM. If the expense form is not submitted within 15 days after the event, the funds may no longer be available. Approval cannot be granted after an event.
- Events are not eligible for CSIM funding if funding is available from a different source(s). If a different source has provided *partial* funding, the event is only eligible to apply to CSIM for the difference.
- The CSIM Office will be available to provide logistical support, including assistance with MOC accreditation of the event, if desired. Note that eligible Rounds, Journal Clubs and other hospital-based education events may self-approve; [click here to learn more](#).

To apply for this support, please email the completed application form to [info@csim.ca](mailto:info@csim.ca) with a copy to your Program Director/GIM Division Head.