

CSIM SUPPORT OF EDUCATIONAL AND WELLNESS EVENTS

TERMS OF REFERENCE

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

EVENT ELIGIBILITY

- The application must be submitted by a CSIM member or associate member at the centre. This member is to determine the learning needs of the target audience and organize, promote, and lead the event. The member must also address attendees about CSIM support of the event and provide an overview of the society and membership benefits.
- Participants attending the event must be primarily IM/GIM physicians and/or residents, or medical students who are likely to be considering a career in IM/GIM.

FUNDING

- CSIM will provide funding of up to \$25 per attendee (based on the number of people who sign the attendance sheet) per in-person event to cover eligible expenses to implement the event; receipts must be provided.
- Funding is limited to the receipt amount and to a maximum of \$750 per centre (i.e., academic centre/university or community hospital/practice group) per calendar year. Funding is available on a first-come, first-served basis. Once a centre's yearly funding limit has been reached, no further applications will be accepted.
- Expenses eligible for reimbursement include modest catering, rental of meeting space and audiovisual, and printing of session materials.
- Incentives, gifts or gift cards to participants are not eligible for reimbursement.
- All expense claims are subject to review for eligibility.
- Funds will not be disbursed until after the event has concluded and the required documents (expense form, attendance sheet, and receipts) have been provided to the CSIM Office. If these documents are not submitted within 5 business days after the event, availability of funds cannot be guaranteed.
- If funding for the event is available from a different source(s), it is not eligible from CSIM funding. If another source has provided *partial* funding, the event is only eligible to apply to CSIM for the difference.

APPLICATION INSTRUCTIONS

- The application form must be sent to info@csim.ca a minimum of two weeks prior and no more than eight weeks prior to the event. Approval cannot be granted retroactively.
- Only one event application per centre will be considered at a time and within an eight-week period.
- If the application is approved, CSIM will provide an official letter of confirmation.

[Click here to download the application form \(PDF version.\)](#)

Note that eligible Rounds, Journal Clubs and other hospital-based educational events may self-approve under the Royal College Maintenance of Certification program; [click here to learn more.](#)