

Application for ATTP Recognition of a Training Event

Name of service provider

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On the following page, please provide details of one training event you are due to hold, or have held previously. All documentation must relate to the training event described in Question 1.

1. Training event information

Type of event

Ongoing course	
One-time course / Masterclass	
Custom course but will be publicly presented	
Custom course designed for a closed audience	
Conference	
Webinar	
Other (specify)	

Title

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Date of event (if ongoing, then date of first event)

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Training event duration (training time in hours, excluding breaks and assessment time)

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Approximate number of delegates you anticipate

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At whom is the training event aimed?

Technology transfer practitioners only	
Industry	
Other professionals	
Other (specify)	

At what level is the training event aimed?

Introductory / basic	
Intermediate	
Advanced	
Update / specialized content	
Other (specify)	

2. Training event programme and presentation

Describe the process by which the training event programme is determined

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Describe the process by which the speakers are determined

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What method(s) of presentation will be used?

Lecture	
Group discussion	
Workshop e.g. group exercise, role plays	
Coaching and mentoring	
Conference papers	
Other (specify)	

3. Training event assessment

Will the participants be assessed on their knowledge gained?

Yes		No	
<i>If yes, by what method:</i>			
Examination			
Delegate assignments			
Project			
Multiple choice questions			
Other (specify)			

Will the participants be asked their opinion of the training event?

Yes		No	
<i>If yes, by what method:</i>			
Paper feedback form			
Online feedback form			
Other (specify)			

4. Information against training event criteria

Provide the following information for the training event (see guidelines for more information about these criteria):

a) What type of administration processes do you use for registration, invoicing and other administrative processes?	
b) Would you say that the range of speakers is diverse? Please justify your answer.	
c) Is the information presented current and relevant? Please justify your answer.	
d) Was the overall training event designed by tech transfer professionals? Please explain this process.	

e) How will delegates provide feedback? What do you do with the feedback?
f) Is there an opportunity for informal networking among the delegates? Please justify your answer.
g) Is there local expert content? Please justify your answer. If there is no local content, please explain why.
h) Is there a diversity of presentation formats used? Please explain your answer.
i) Who are likely to be the participants? Is it likely to be a diverse audience?
j) Will there be speakers (even local speakers) who can bring an international perspective? Please explain your answer.
k) Are the facilitators leading technology transfer professionals? Please explain.

5. Supporting documentation

Please attach the following:

- a) A list of the training event aims and intended learning outcomes if available
- b) A copy of the training event programme (giving start and end time, amount of time spent on each section/part)
- c) If applicable, details of speakers' names, relevant qualifications and experience and part of training event that they will present (this is not required for a conference)
- d) If applicable, set of training event materials including case studies, lecture notes, exercises, delegate handouts (this is not required for a conference).
- e) If the participants are to be assessed, details of the assessor('s) name(s) and qualifications and sample assessments
- f) Sample training event assessment / feedback form

Please send the completed application form to office@attp.info