

## Event Endorsement evidence requirements

Outlined below is the evidence required for an Event Endorsement submission. You will also be able to access pop-up information boxes throughout the evidence page in the submission form. However, we recommend that you download the [CPD Submission Guide](#) for full details of the criteria and guidance on picking the right product.

### What you will be asked to provide:

1. **Contact details:** For the main contact (to receive communications regarding the endorsement, finance contact (who we invoice), administrator (a back-up contact)
2. **Organisation details:** The full name of your organisation and address
3. **Website address:** Where the programme will be advertised
4. **Where you deliver the CPD programme:** Which countries and regions
5. **Do you own the intellectual property of the programme you are submitting?** Is it your own programme, if not download and complete the IP form provided.
6. **When do you want to deliver the programme?** The date you would like your endorsement to be in place by; your endorsement will close directly after your event.
7. **Title and description of training:** Title of event, target market, and what the event will be about.
8. **Facilities & Equipment:** Download the template provided on the submission form to detail the facilities and equipment required to run your event. We also require a short video of the interior and exterior of the venue.
9. **Evaluation Form:** A questionnaire for your delegates to give feedback on the event.
10. **Quality Assurance Policy:** Your process for ensuring a consistently high standard throughout your event.
11. **Biographies:** Short biographies of your speakers and workshop leaders.
12. **Marketing:** copies of your marketing and links to online promotion for the event.
13. **Presentation Materials:** please provide us with copies of all presentation materials, ie PowerPoints, hand-outs, videos etc.