

Suggested Expression of interest Timelines

- 9 weeks - flyer and EOI form prepared
- 8 weeks before event - release flyer and EOI form
- EOI open for 3 weeks
- 1 week to review and shortlist EOI applications
- 4 weeks before workshop – send out email confirming whether clinician is successful /unsuccessful in securing a place in the event
- Allow 2 weeks for those allocated a place to accept that place
- 1 -2 weeks allowance to sort registrations and waiting list
- Catering confirmed a week before

E.g.

- Dates for Health Coaching workshop May 5 & 6
- Develop flyer and EOI form by 3 of March
- Release Flyer and EOI to target audience by 10 March
- EOI close by 31 March
- Placement confirmation sent out to applicants on the 7 April
- Applicants need to have accepted placement and notified PCP of payment plans by 21 April
- Registrations and waiting list coordinated over the week of 21 – 28 April
- Catering numbers confirmed by 28 April